

# Circulation Policy

## I. Registration

Patrons borrowing from the Hadley-Luzerne Public Library must register and have a valid local or system card to check out materials. Patrons must fill out an application to register for a new library card. ID is required at time of application. A driver's license, student ID, or any other official ID is acceptable. A recent non-personal mail, e.g. utility bill, phone bill, etc. is also required.

Applicants under the age of 12 must have parent/guardian permission on the application form. This parent/guardian signature is not required for those renewing a card.

Materials cannot be checked out until a library card is issued. Library cards expire after 5 years. For renewal, a patron must produce ID and clear any outstanding fines.

## II. Lost/Forgotten Cards

All patrons, regardless of age, are required to bring their card with them to check out items.

## III. Loan Periods

- Books - 3 weeks
- New Books - 1weeks (no renewal allowed)
- Reference - Materials must be viewed at the library
- Interlibrary Loans – Are due on the date indicated via lending library
- Renewals - Books renewed one time if there is no waiting list
- Current Periodicals - Materials must be viewed at the library
- Non-current periodicals – May be borrowed for 1 week, no renewals allowed
- Audiovisual – Materials may be borrowed for one week
- E-Books - 2 weeks
- Museum Passes - 3 days (these can be checked out at the library and must be returned to the Hadley- Luzerne Library)

There is no limit on the number of items a patrons can borrow at one time. However, for school assignments, only 2 items subject specific are allowed at the same time.

## IV. Reserves

Reserves can be placed in person or over the phone. Patrons will received notification via phone/email when the materials are available.

## V. Fines and notices

- .10 per day for late items (books)
  - 1<sup>st</sup> notice 1 day late
  - 2<sup>nd</sup> notice 1 week late
  - 3<sup>rd</sup> notice 2 weeks late

- 1.00 per day (DVDs) – \$5 maximum up to 5 days late
- .10 per day (CDs)
  - 1<sup>st</sup> notice 1 day late
  - 2<sup>nd</sup> notice 1 week late
  - 3<sup>rd</sup> notice 2 weeks late
- .10 Magazines
  - 1<sup>st</sup> notice 1 day late
  - 2<sup>nd</sup> notice 1 week late
  - 3<sup>rd</sup> notice 2 weeks late

If patrons do not return the materials and/or have lost materials, they will be billed for the cost of the item in accordance with current replacement value.

#### **VI. Charges**

- Faxing = \$1 per page
- Copies = .20 per page (a double sided print will cost .40)
- Scanning to email = must have own flash drive = free service

#### **VII. Damaged items**

Items is damaged to the point where there are unfit for circulation:

Patrons are required to pay the replacement cost. A notice of these charges will be sent to the borrower.

#### **VIII. Confidentiality**

The Hadley Luzerne Library strictly adheres to New York Statute Civil Practice and Law 4509. Please follow link to view.

<http://www.nysl.nysed.gov/libdev/excerpts/cvp4509.htm>