

CARTHAGE FREE LIBRARY

CIRCULATION POLICIES

I. CONFIDENTIALITY

- A. Library records that are deemed confidential are covered by the New York State Law signed on June 13, 1988 (I CPLR 4509)

These records are related to circulation of library materials that contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems, of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests, or the use of audio-visual materials, films or records. These records shall be confidential and shall not be disclosed except that such records may be disclosed upon the request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

II. NEW CARDHOLDERS

- A. Complete a registration form and provide one form of identification (preferably a picture ID such as a driver's license) with current address. If the address isn't current on the ID then another form of identification must be shown to verify the address, such as a bill or piece of mail.
- B. Children under the age of 16 must have the signature of a parent or legal guardian.

III. OVERALL POLICY

- A. Patrons must be in good standing to check out materials from the library or to use the computers.
- B. Patrons must present their library card to check out materials.
- C. Patrons can borrow a maximum of 20 items at one time.
- D. Library cards must be updated and renewed every three years.

IV. LOAN PERIODS

- A. New Adult and New Young Adult – 14 days
- B. Adult, Young Adult and Non-fiction older than 6 months – 28 days
- C. Children's Books – 28 days

- D. DVDs and Video Games – 7 days (Video games are limited to 1 checkout at a time)
- E. Audiobooks – 14 days
- F. STEM Kits – 7 days (limited to 1 checkout at a time)
- G. Magazines – 28 days

V. RESERVE/HOLD POLICY

- A. Holds may be placed on items either in person or online. No holds are allowed on STEM Kits.
- B. Patron will be notified when hold is available for pickup. We will hold the item for one week.

VI. RENEWAL OPTIONS

- A. Items can be renewed two times with the exception of STEM kits and Video Games. Stem Kits are not renewable and Video Games can be renewed one time.
- B. Renewals can be done in person, by phone or online.

VII. FINES

- A. Carthage Free Library is FINE FREE and does not charge a late fee for overdue items.
- B. After 60 days the items are presumed “lost” and you will be charged a replacement cost of the current market value.
- C. If library materials are damaged beyond repair while in your possession, you will be expected to pay to have the materials replaced.

VIII. INTERLIBRARY LOAN

- A. An interlibrary loan is a request for library materials outside of the NCLS system.
- B. Patrons must have a currently valid library card to request interlibrary loan materials.
- C. Materials borrowed on interlibrary loans should be returned on time. Some libraries have a shorter, specific due date.
- D. Interlibrary loans may be renewed provided they do not have other holds and the lending library permits it.