

## **6. Lending and Circulation**

The following are rules and regulations of the Oswego Public Library.

### **6.1 New Cardholders:**

- Complete a registration form and provide identification. Primary identification to be used is identification with a picture (preferably a Driver's License) which has the individual's current address. If the address information on the picture ID is not current, then another form of identification must be presented which verifies the individual's current address (ie. a piece of mail or bill). Individuals who do not possess a valid picture ID must provide 1 additional form of identification that verifies their current address.
- Patrons who have been in good standing may update their information without providing proof of address.
- Children 12 and under must apply with a parent or guardian and that adult's signature is required on their registration form.
- There will be a \$1.00 charge to replace a lost or damaged library card.

Approved 10/8/14

## 6.2 Overall Policy:

- Users must present their library card to check out materials or use computers. Library cards cannot be shared to access the computers.
- Children under the age of 18 must have parental permission to access the internet. A dot will be placed upon their card indicating they have received permission.
- There is an overall limit of twenty (20) items at one time on a library card.
- Library cards must be renewed every year.
- Patrons, regardless of their age, may check out any of the circulating collection (adult, children & YA collections) with the exception of movies.
- A patron must be 18 years or older to check out movies

### **Procedure for patrons who do not have their library card**

- Patron must have their library card or digital library card to check out books or use the computers unless they are a guest.
- Patrons may use an ID once to obtain books or use the computer with the understanding that this is the only time and that they must bring their card in the next time. Family members may do this once to pick up HOLDS for other family members. Ask them to bring the card that the HOLDS are on the next time.
- Staff should indicate on their library card electronic card (modify ATTN line in address) that they need to bring their card and date and initial it. These ATTN notes should be removed after 2 months. Please remove any notes you see that are this old or older.
- If they still not bring their card, offer to hold the materials at the desk for them. Do not look up their number for logging into the computers.
- ENCOURAGE PATRONS TO OBTAIN DIGITAL COPIES OF THEIR LIBRARY CARDS FOR THEIR PHONES

Approved by the Board: March 8<sup>th</sup>, 2022

### **6.3 Loan Periods:**

- All items in the general collection (Fiction and non-fiction, Large Print (whether new or general), YA Fiction, YA non-fiction, Juvenile Fiction, Juvenile non-fiction and Easy books) are loaned out for 28 days, with 1 renewal.
- All new items excluding Large Print Books [Adult Fiction, Adult Non-Fiction YA Fiction, YA non-fiction, Juvenile Fiction, Juvenile Non-Fiction and Easy books] are loaned out for a period 14 days, 1 renewal if no holds.
- All movies are loaned out for 7 days, 1 renewal if no holds
- All audios are loaned out for 14 days, 1 renewal if no holds
- Magazines are loaned out for 14 days with 2 renewal if no holds
- Passes (museum and park) are loaned for e days with an extension for a total circulation of 7 days. No renewals. No holds may be placed on passes. Passes are available only at the holding library (no Interlibrary Loans).

Approved by the Board: March 8<sup>th</sup>, 2022

#### **6.4 Holds:**

- Materials will be available for pickup for 1 week after they are processed.
- Holds may be placed either in person, by phone, or online.
- There is a limit of 10 holds per patron.
- No holds are allowed for passes

Approved by the Board: March 8<sup>th</sup>, 2022

### **6.5 Renewal Policy:**

- All items may be renewed once if there are no holds.
- Renewals are not allowed for items with holds.
- Renewals may be done over the phone or in person or online.
- No renewals are allowed for passes

Approved by the Board: March 8<sup>th</sup>, 2022

## **6.6 Overdues and Fines:**

- All items have a grace period of 1 day.
- Users are fined \$.20 per day for general collection (adult, YA & Juvenile) with a maximum fine of \$5.00 per library card
- Users are fined \$.20 per day for each audio item. With a maximum fine of \$5.00 per library card.
- Users are fined \$1.00 per day for passes and movies with a maximum fine of \$5.00 per library card.
- Library users will lose borrowing privileges when fines total \$5.00.
- Borrowing privileges will be suspended if user has 5 or more overdue items, or one item more than 1 week late, and will not be restored until such materials are either returned, paid for, or fines have been paid.
- Overdue materials that have reached the maximum fine of \$5.00 may not be renewed until the fine is paid in full.
- In extenuating circumstances, arrangements can be made with the director in lieu of the fine.
- The \$5.00 maximum fine cap does not include lost or damaged materials.

### **Procedure. Fine above \$5.00 limit**

- If a person is at or above the \$5.00 limit, they will not be allowed any extra service (checking out books or use of the computers).
- Partial payments of \$1.00 or made can be made to get the balance below the \$5.00 cap to reinstate service.
- When \$5.00 is paid, the balance of fines should be cancelled – pay the \$5.00 fine then make sure you type in the remaining balance & do STAFF CANCELLED. Cost for lost or damaged materials need to be paid in full beyond the \$5.00 maximum in fines per card.
- As soon as fines are paid off, a patron's account can again accrue fines with a new maximum of \$5.00.

Approved by the Board: March 8<sup>th</sup>, 2022

## **6.7 Damaged Material**

- If book or other item is damaged beyond repair, the borrower is required to pay the billed amount (The total not to exceed the current replacement cost and processing charge).
- Until the damaged item is paid for, the user may not borrow any items.

Approved 10/8/14

## **6.8 Confidentiality:**

- Library records that are deemed confidential are covered by New York State Law signed on June 13, 1988 (I CPLR 4509).
- These records are related to the 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.
- The Oswego Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

Approved 6/3/14



**6.8a Application for Public Access to Records**

Application for public access to records:

To: Library Director/Library Designee:

Name of Agency: Oswego S.D. Public Library  
120 East Second Street  
Oswego, NY 13126

I hereby apply to inspect the following records:

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\_\_\_\_\_ Date \_\_\_\_\_

Signature

\_\_\_\_\_  
Phone \_\_\_\_\_

Representing

Please check one <input type="checkbox"/> review records <input type="checkbox"/> Please copy records @ 25 cents per page
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3 days notice may be required for access to records.

Approved \_\_\_\_\_

Denied \_\_\_\_\_

- Confidential disclosure
- Records for which this library is custodian can not be found
- Record is not maintained by this agency
- Exempt by the Freedom of Information Act or other statutes.
- Other (specify) \_\_\_\_\_

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Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Notice: you have the right to appeal a denial of this application to the Board of Trustees who must fully explain the reasons for such denial in writing within (10) business days of the receipt of appeal.

I hereby appeal:

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Signature

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Date

**Approval June 7, 2011**

## **6.9 Interlibrary Loan:**

- The Interlibrary loan service supports the mission of the library by providing expanded access to library materials and information. The purpose of interlibrary loan is to obtain materials not available in the library. The library affirms that interlibrary loan is an adjunct to, not a substitute for, the library's collection. In meeting patron needs, the library will exhaust local resources first, before requesting items on interlibrary loan.

**Definition:** An Interlibrary Loan request is defined as a request for library materials made on behalf of a library patron through the NCLS, ICEPAC or OCLC systems.

June 7, 2011

### **6.10 Patron Status:**

- Patrons must have a library card in good standing to use the Interlibrary Loan service. A patron status of “Blocked” will deny ILL service.
- Interlibrary Loan requests will not be processed for patrons with overdue Interlibrary Loan materials.

October 8, 2014

### **6.11 Borrowing Rules:**

- Ten active requests are permitted at any one time per patron. A request is active from the time it is initiated until the item has been returned and checked in at the lending library and the record has cleared.
- Materials will be available for pickup for one week after they are processed. If an item was not picked up, it will not be requested again.
- Interlibrary Loan materials are checked out for 14 days, unless specified otherwise by lending library  
Interlibrary Loans may be renewed once only if the lending library permits renewals.

October 8, 2014

## **6.12 Charges:**

- The library does not charge fees for the Interlibrary Loan service.
- The library is responsible for the shipping charges incurred in the transfer of loans.
- The library always attempts to borrow from libraries who lend free of charge. However, if an item is only available from a library which charges a fee for loans, the item will be requested only if the patron agrees to pay the fee.
- The patron is responsible for overdue fees, repair or replacement costs. The library will make an effort to collect any such charges from the patron who received the materials.

Adopted      Oct 8, 2014

## **6.13 Copying and Printing**

Need from Edward