



## Circulation Policy

1. Loan period: The standard loan period is three weeks. DVDs circulate for one week. Interlibrary loans from outside the Four County Library System may circulate for longer or shorter periods of time as indicated by the owning library. Extended vacation, teacher and home-schooler loans are available up to six weeks.
2. Renewal: Most items may be renewed once. Vacation/teacher/home schooler extended loans are not eligible for renewal. Items with active reserve requests may not be renewed. Items on interlibrary loan from outside the Four County Library System may be renewed only upon consent of the owning library.
3. Limits: Patrons may borrow as many items as they choose, with the following exceptions: adult magazines: 15; children's magazines: 15; audio-visual items: 5 of each type except 10 music CDs. Daily newspapers do not circulate. Reference books do not circulate.
4. Reserves & interlibrary loans: A charge of 25 cents for each request, payable when the item is borrowed. Items not picked-up on time (held three days for most items; the return date if an out-of-system interlibrary loan) will still incur the 25-cent fee which will be assessed to the patron's account. All circulating items are eligible for reserve except magazines.
5. Fines: The George F. Johnson Memorial Library supports access and equity. Eliminating overdue fines for certain materials means more people in our community have greater access to the Library's vital materials, resources, and services. Late fines, no matter how small, are a very real and significant burden for low-income individuals, disabled persons, seniors, children, and families. Fines act as an inequitable barrier to service and will not be imposed on library patrons unless specified below.

Books	Fine-Free
Magazines	Fine-Free
Audiobooks	Fine-Free
Music CDs	Fine-Free
DVDs/DVD series	Fine-Free
Playaways	Fine-Free
Wi-Fi Hotspots	\$5/day, maximum \$15
Museum Passes	\$1/day, maximum \$5

Lost items, and items damaged beyond repair, are charged the list price. A schedule of fines for partial damage is attached. The professional staff may assess smaller fines for damage when the item is deemed repairable. Items belonging to other libraries may be charged a cost higher than list price, as determined by the owning library. Fees are only charged the days that the library is open.

6. Other charges:
  - Copier: 20 cents per page(b&w), and 25 cents per page(color)
  - Computer prints: 15 cents per page(b&w) and
  - 25 cents per page(color)
  - Microfilm prints: 25 cents per page



- Fax (sending or receiving) \$1.00 per page for first five pages, 25 cents per page after. No charge for cover sheet.
  - Referral to collections: \$10.00
  - Returned check: As stipulated by Village Clerk-Treasurer
7. Confidentiality: Refer to the library's Confidentiality Policy
8. Registration: Patrons must present valid identification in order to obtain a library card. Acceptable ID includes:
- Picture ID with current address, or
  - Picture ID with a document listing current address (if address is not current on the ID), or
  - Postmarked postcard from our library delivered to the patron and a document listing the patron's name and current address, or
  - Children under 13 years of age must be accompanied by a parent or legal guardian who has one of the above AND THE CHILD MUST BE ABLE TO SIGN OR WRITE THEIR FIRST AND LAST NAME.
  - Only ID containing a street residence is acceptable. PO boxes will not be accepted. A verified street address must be supplied for a library card to be issued
  - \*Patrons who don't reside in Broome County can obtain a library card as a non-resident. The non-resident fee is \$50 and is paid annually, which covers the entire household.
9. Mobile devices: Patron cards scanned into mobile devices are acceptable for circulation purposes. If you do not have your card on your person or library card on a mobile device, other acceptable forms of ID to checkout are: Driver's License/non-drivers ID; Utility bill; Rent receipt; Auto registration; Paycheck receipt

Approved by Library Board October 8, 2009. Revised 7/21/2016.

**Amended:** 3/17/22