

3. CIRCULATION POLICY

3.1 CARDHOLDER REQUIREMENTS

3.1.1 ELIGIBILITY

New York State residents, ages 5 and older, who come to the library qualify to receive a free library card. Individuals who carry a current library card from a member library of the Southern Tier Library System may use the library with their home library card.

3.1.2 NONRESIDENT CARDS

Nonresidents will be issued a library card for one year for \$25 per person. The nonresident fee will be waived if applicants show proof of employment or property ownership in New York State. Elmira College students with current college identification qualify to receive a free library card.

3.1.3 ORGANIZATION CARDS

Any Chemung County business or organization will receive a library card once its director or president agrees to accept responsibility for charged materials.

3.1.4 APPLICATIONS AND PROOF OF ADDRESS

In order to get a library card, applicants are required to complete and sign an application signifying their agreement to adhere to CCLD policies. Children age 5 – 15 years must have their application co-signed by their parent or guardian.

Applicants must present identification before being issued a library card. Parents or guardians of children age 5 – 15 years must present proof of address on their behalf. The most appropriate form of identification is a New York State driver's license. Also accepted will be a NYS auto registration, a personal checkbook with printed current address, a letter postmarked to one's current address, or another official document with one's current name and address.

3.2 "CARD IN HAND" REQUIREMENT AND EXCEPTIONS

Patrons are expected to present their library card or a valid government issued photo ID whenever they take out materials. Exceptions may be made at the discretion of the supervisor.

The library is not responsible for library cards used by unauthorized persons. It is the responsibility of the user to take care of his/her library card.

In Loco Parentis: The library and its staff do not act in the position or place of a parent and will not police juvenile borrowing. This responsibility is properly the role of a parent or caregiver.

3.3 CARD EXPIRATION AND RENEWAL

Library District cards expire every year and will be renewed upon verification of current information. Organization and Elmira College student cards will be subject to review and renewal every year.

Inactive patron accounts may be purged from the library's system and reapplication may be necessary.

3.4 LOST CARDS

Patrons will be assessed a \$1 fee to replace a lost card. ID is required to purchase a new card. Patrons should report stolen cards to the library as soon as possible.

3.5 CARDS FOR USE OF PUBLIC COMPUTERS

Public computer access is limited to individuals with library cards. Children under the age of 16 need written parental or guardian permission to use the adult unfiltered public computers.

If you are visiting from out of town, you may logon using a guest card if you show proper proof of non-residency - driver license or other address identification - to a library staff member. Maximum time for using the guest card will be 2 weeks, after which time you will be asked to apply for a Chemung County Library District card.

3.6 LOAN PERIODS, RENEWALS, FINES & LIMITS

CCLD patrons are required to follow set loan periods, renewals, and late fees as approved by the District Board. Users are allowed to borrow up to 50 items. Some materials have additional limits and are subject to higher late fees. The **Fee Schedule & Item Transaction Limit Table** below lists the majority of materials, late fees, and limits.

3.6.1 INTERLIBRARY LOAN

Books and articles may be obtained outside of the Southern Tier Library System through Interlibrary Loan. The majority of loans are free; however, if costs occur and patrons agree to pay, the costs will be passed onto the patron. Some requests may not be filled. Loan periods vary and are set by the loaning library. No renewals are allowed. Overdue fees for ILLs are \$.50/day.

3.6.2 MACHINES/eReader Devices

eReader devices circulate to the public (as of April, 2012) at the Horseheads Library. Library District cardholders, 18 years and older, who can present a valid driver's license may check out a device. Users will be held responsible for lost or damaged devices and components. See the **Fee Schedule & Item Transaction Limit Table** below for specific loaning rules.

3.7 OVERDUE, LOST, OR DAMAGED LIBRARY MATERIALS

Outside book drops are available at all libraries for material returns during closed hours. If materials are not returned on time or at all, the cardholder will be financially responsible for any items check out on his/her card and fines/fees associated with the items. The parent or guardian who signed their child's application will be responsible for any items checked out on that card.

3.7.1 SUSPENSION OF BORROWING PRIVILEGES

Patrons owing more than \$5 or retaining 10 overdues will find their borrowing privileges suspended until the amount owed is reduced to under \$5 and items are returned.

3.7.2 OVERDUE AND LOST MATERIAL BILLING NOTIFICATIONS

Patrons who do not return borrowed materials will be mailed a late notice 2 weeks after the due date. Assuming the materials are lost, a bill notice will be mailed 4 weeks after due date. No notices are mailed to collect fines.

3.7.3 DAMAGED MATERIALS

Full replacement cost will be charged for materials beyond repair. Charges will be assessed for minor damages at the library supervisor's discretion. Water damage is not repairable.

3.7.4 REPLACEMENT OF MATERIALS

Patrons will be billed full replacement cost for lost library materials. Patrons who prefer to purchase a replacement for a lost or damaged item may do so with the approval of the librarian.

3.7.5 COLLECTION REFERRAL

If materials are not returned after 2 notices are mailed, the patron account will be referred to a collection agency for further action. Fees charged by the agency will be applied to the patron account. Accounts will remain in collection until all materials are returned and fees are paid in full.

3.7.6 REFUNDS

The Chemung County Library District will reimburse library users for books or other library materials they have paid for and subsequently found and returned to the library. When this situation arises, patrons are required to come to the library and submit a Found Item Reimbursement Form. Staff will submit it to the Administrative Office. The reimbursement covers the cost of the item minus any accumulated fines for late return. A check will be mailed directly to the address listed on this form two to six weeks after the material is returned.

3.8 CHANGES IN POLICY

Circulation policies may be changed without formal notice to each borrower.

FEE SCHEDULE & ITEM TRANSACTION LIMIT TABLE

Loan periods and library fines: While the following table is not exhaustive, patrons will find it useful because it covers the vast majority of items in the collection.

Users may borrow up to a total of 50 items.

<i>Material</i>	<i>Loan period</i>	<i>Renewals</i>	<i>Overdue fine</i>
Adult books	28 days	Twice	\$.15/day
New adult fiction books	14 days	Twice	\$.15/day
New adult non-fiction books	28 days	Twice	\$.15/day
Children's & Young adult books	28 days	Twice	\$.15/day
Magazines (newest issue excluded)	7 days	Twice	\$.15/day
Music CDs/Audio books	14 days	Twice	\$.15/day
Rental Books	\$1 / week	Twice	\$.25/day
Out of system Loan (ILL)	set by owning library	None	\$.50/day

Item transaction limits: Some materials are subject to loan period and/or item limits.

<i>Material</i>	<i>Loan period</i>	<i>Limits</i>	<i>Renewals</i>	<i>Overdue fine</i>
Downloadable eBooks & Audio Books	7, 14, or 21 days (patron's choice)	5 items	yes	None
Educational DVDs	7 days	5 items	None	\$1 / day
Feature Film DVDs	7 days	5 items	None	\$1 / day
CD-ROMs & Video Games	14 days	2	Twice	\$1 / day
Kits	14 days	1 per family	Twice	\$1 / day
Interlibrary Loans	set by loaning library	None	None	\$.50/day
eReader Devices	14 days	1	None	\$1/day