

## Borrowing Policy

### 1. Library Registration

Prospective borrowers must supply proof of identification (picture identity, i.e. driver's license) and current address at the time he/she fills out a registration form and be a resident within the Pioneer Library System (Livingston, Wyoming, Wayne and Ontario Counties) in order to receive a library card free of charge. Residents from counties outside the Pioneer Library System will receive an Out of System card also free of charge. Children may register upon reaching their fifth birthday or attending kindergarten. A parent/guardian of registered children needs to be registered. Students under the age of eighteen must have a parent/guardian signature to register. Special permission is needed from the Library Director in order to obtain a borrower's card without fulfilling these requirements.

Patrons must sign registration card showing they have read the computer policy and agree to abide by it before they can have access to the internet and word processing computers.

### 2. Account Renewal

Upon annual expiration of patron account, the patron may renew account in person or on the phone, verifying and updating contact information at that time. If patron needs a replacement card, a new card can be purchased for \$2.00.

### 3. Borrowing Materials

It is expected that patrons will show an active library card or photo ID when borrowing materials. Special permission is needed from the Library Director in order to borrow materials without fulfilling these requirements.

### 4. Patron Privacy:

To insure privacy, each patron will be assigned a card to be used when checking out library material. No one is able to borrow under another patron's card unless that patron is present to give permission. Special permission is needed from the director to make exceptions to this policy. Information in a patron's record, either personal (e.g. an address & phone number) or pertaining to the materials borrowed is confidential and may not be given to anyone without a subpoena (CPLR4509) except in the following cases:

- A borrower may be given information about his or her own records.
- A parent or guardian may be given information about the borrowing record of his or her under aged child upon presentation of appropriate identification.

**5. Borrowing Periods:**

All circulating books and audio books – twenty-one day period

DVDs– seven day period or twenty-one day period for series.

All periodicals – seven day period. Only one current issue per patron is allowed at a time.

**6. Collections Borrowing:**

At the discretion of the Library Director or Children’s Librarian, a collection in one subject area or by one author may be borrowed by a patron for group use (i.e. teachers, nursing home activity directors, etc.), but must adhere to the general circulation policy.

**7. Materials Renewals**

All Library material may be renewed twice if there are no other holds on the item and the patron account is in good standing (less than \$5.00 in fines). Renewals may be done over the phone, in person, or by computer.

**8. Reserves/Holds:**

Patrons may request to have items placed on a hold free of charge for materials within the Pioneer Library System. “Holds” must be picked up within seven calendar days of notification, or they will be returned to the lending library and the patron charged \$1.

**9. Out of System Interlibrary Loans:**

The library participates in the inter-library loan system, facilitated by the Pioneer Library System for material not available within the System. There is a fee of \$5 to be paid at the time of each request. The money is non-refundable if request cannot be filled.

**10. Overdue Material:**

When material is two weeks overdue, a courtesy phone call will be made to remind the borrower. If the material is not returned within two weeks of the call, a notice will be mailed to advise the patron of the cost of the material for which he/she is responsible. At this time, borrowing privileges will be suspended until the material is returned or replacement charges paid.

**11. Overdue Charges:**

Patrons who have been notified of overdue material or have accrued \$5.00 in fines will have borrowing privileges suspended until the matter is settled. After six months, it will be at the Board’s discretion to pursue collection of lost material via the court system. The library director has the right to restrict the number of items a patron may check out or revoke privileges entirely because of his or her past borrowing history. The overdue fine structure is as follows:

All circulating books and audio books – \$.20 per day

DVD’s – \$1.00 per day

Periodicals – \$.20 per day

**12. Lost Materials**

Charges for lost materials will be the replacement cost of the item. Material damaged beyond repair will be treated as lost or missing. Patrons may keep the damaged item if the replacement cost has been paid.

Approved by the Board of Trustees: July 28, 2014

Amended by the Board of Trustees: November, 30, 2015

Amended by the Board of Trustees: May 23, 2016