

Circulation Policy

Amended April 21, 2022

I. Registration

Patrons borrowing from the Rockwell Falls Public Library must register and have a valid local or system card to check out materials. Patrons must fill out an application to register for a new library card. ID is required at the time of application. A driver's license, student ID, or any other official ID is acceptable. A recent non-personal mail, e.g. utility bill, phone bill, etc. is also required.

Applicants under the age of 12 must have parent/guardian permission on the application form. This parent/guardian signature is not required for those renewing a card.

Materials cannot be checked out until a library card is issued. Library cards expire after 5 years. For renewal, a patron must produce ID and clear any outstanding fines.

II. Lost/Forgotten Cards

All patrons, regardless of age, are required to bring their card with them to check out items.

If your card is lost you may obtain a new card for a \$1 replacement fee.

III. Loan Periods

- Books - 3 weeks
- New Books - 2 weeks (no renewal allowed)
- Reference - Materials must be viewed at the library
- Interlibrary Loans – Are due on the date indicated via lending library
- Periodicals – May be borrowed for 2 weeks
- Audiovisual – Materials may be borrowed for 2 weeks
- E-Books - 2 weeks
- Museum Passes - 3 days (these can be checked out at the library and must be returned to the Rockwell Falls Public Library)

There is no limit on the number of items a patrons can borrow at one time. However, for school assignments, only 2 items subject specific are allowed at the same time.

IV. Educational Reserves

Reserves can be placed in person or over the phone. Patrons will receive notification via phone/email when the materials are available.

V. Fines and notices (does not apply to children 5-17 exception of DVDs)

- a. If Patron owes \$5.00 or less, they may be able to take out materials.
 - .10 per day for late items (books)

- 1st notice 1 day late
- 2nd notice 1 week late
- 3rd notice 2 weeks late

- 1.00 per day (DVDs) – \$5 maximum up to 5 days late
- .10 per day (CDs)
 - 1st notice 1 day late
 - 2nd notice 1 week late
 - 3rd notice 2 weeks late
- .10 Magazines
 - 1st notice 1 day late
 - 2nd notice 1 week late
 - 3rd notice 2 weeks late

If patrons do not return the materials and/or have lost materials, they will be billed for the cost of the item in accordance with current replacement value.

VI. Charges

- Faxing = \$1 per page
- Copies = .20 per page (a double sided print will cost .40)
- Scanning to email = must have own flash drive = free service

VII. Damaged items

Items is damaged to the point where there are unfit for circulation:

Patrons are required to pay the replacement cost. A notice of these charges will be sent to the borrower.

VIII. Confidentiality

The Rockwell Falls Library strictly adheres to New York Statute Civil Practice and Law 4509. Please follow the link to view.

<http://www.nysl.nysed.gov/libdev/excerpts/cvp4509.htm>

