

CIRCULATION POLICIES

Policy Adopted: 08.03.2016

Review Date: 2019

Circulation policies must balance the needs of the individual with the overall needs of the community of library users. Our goal is to offer friendly, accommodating service of the highest quality and staff is encouraged to be creative and resourceful in making decisions that will result in a positive outcome for library users.

Responsibilities

Borrowers are responsible for all materials borrowed on their cards. Parents and guardians of minors are responsible for materials borrowed on their children's cards. Change of address or lost/stolen cards must be reported immediately to the library. Materials borrowed on an unreported lost/stolen card are the responsibility of the cardholder.

Loan Periods

Library materials are loaned for either twenty-one days, or seven days, or forty-two days.

Renewals

Most items can be renewed twice if there are no other requests. Some special materials or collections may offer limited renewals, or no renewals at all.

Fines/Charges

Borrowers will be charged for long overdue, lost, or damaged items. A borrower can pay for fees with cash, check, or credit card.

Items are due on their due date. Each item returned after the due date will be subject to a per day charge capped at the maximum late return fine rate to be established by the Board. However, all materials have one "grace" day, for which no fine is assessed.

Adult material fine rate is twenty-five cents (.25) per day.

Children's' material fine rate is ten cents (.10) per day.

The maximum fine per item is no more than five dollars (\$5.00), with the exception of special materials that have a maximum fine of twenty-five dollars (\$25.00).

An adult borrower's card may be used so long as there is less than five dollars (\$5.00) owed in fines and charges on the card.

A child borrower's card may be used so long as there is less than ten dollars (\$10.00) owed in fines and charges on the card.

Onondaga County Public Library sends overdue notices, but no bills for fines or charges.

Cards of adult borrowers who owe more than \$4.99 in fines or fees or who have long- overdue materials are not valid until charges are paid or materials returned.

Cards of child borrowers who owe more than \$9.99 in fines or fees or who have long- overdue materials are not valid until charges are paid or materials returned.

Liverpool Public Library will participate in the Materials Recovery Agency program administered by Onondaga County Public Library.

All overdue library accounts in the amount of \$50 or more will be referred to a collection agency. A service charge of \$10 is applied to each account submitted for collection.

US Active Military and Veterans

All overdue fines for late items will be waived for all veterans or active military personnel who present identification at the checkout desk. Fees charged for materials checked out, but never returned, are not waived and remain in effect. Also this does not include waiver of other library fees, such as charges for lost or damaged books.

Limits

The total number of Liverpool Public Library items that can be on a library card at one time is fifty (50).

Other limits may be imposed as needed, such as for holiday books, or other popular items.

Confidentiality

Information on the status of any adult card is available upon request to the cardholder only. New York State confidentiality law prevents us from disclosing information concerning a child's library card without the child's permission.