

The Gloversville Public Library is a school district public library with its chartered service area defined as the boundaries of the Gloversville Enlarged School District. An in-district patron is someone who resides within the Gloversville Enlarged School District or someone who pays taxes to the school district and can produce a tax bill in his or her name. All others are considered out-of-district patrons.

To obtain a Gloversville Public Library card, anyone 18 or older must produce an identification card with their photo, name and address **PLUS** another item with their name and current address, such as a utility bill, check book, automobile insurance card. Those using a PO box, will still need proof of a street address. A fee will be charged for replacement cards.

Applications must be filled out at the Library.

Cards for juvenile patrons, those ages 5 - 13 or in kindergarten, and for teen patrons, those ages 14 - 17, require permission of a parent, guardian, or care-giver. Teen patrons have all the rights and responsibilities of adult patrons.

The library card is not transferable. Only the person issued the card may use it. By registering for a card, the applicant agrees to follow the rules and policies established by the Gloversville Public Library and to be responsible for all materials borrowed on their card.

Corporate cards for businesses, educational institutions and non-profits are available. See Director for details.

To be in good standing, a patron can not have any outstanding debt as defined by the Fee and Charges Appendix.

Borrowing Limits

New adult and teen (ages 14 on up) patrons may borrow up to 7 items at a time during the first 3 months of membership, which includes a maximum of 5 DVDs. After 3 months, adult and teen cardholders may borrow a maximum of 25 items.

Patrons with a juvenile card (kindergarten through 13 yrs. of age) may borrow a maximum of 7 books from either department. Juvenile patrons may not borrow audio-visual items. It is the responsibility of the parents/guardians/care givers to oversee their child's selections.

Loan Periods

4 weeks: Adult non-fiction, older adult fiction, juvenile and teen books, large print items, music cds and audio books

2 weeks: New adult fiction and magazines

1 week: DVDs

eBooks and eAudiobooks can be set by the patron for 7 or 14 days. eMagazines do not have a limit.

Items may be renewed through patron accounts online via the Polaris web catalog (<http://pac.sals.edu>), by email or telephone.

Fees

The Gloversville Public Library charges a fee for late, lost and/or damaged materials. Overdue accounts may be referred to a collection agency for the purpose of additional collection procedures, this will include a non-refundable processing fee.

CONFIDENTIALITY

The Board of Trustees of the Gloversville Public Library recognizes that its circulation records and other records identifying the names of library users to be confidential. The New York State Confidentiality Law protects the privacy rights of library users. This law prohibits the release of any information revealing the name of a person and his/her library use without a properly executed subpoena from a court of law.

All library records relating to an individual patron's use of the library and its resources are confidential. These records may be consulted and used by library staff in the course of carrying out library operations and will not be disclosed to others unless pursuant to a subpoena or court order, or where otherwise permitted by law. This policy applies to all resources regardless of their format or means of delivery as well as to all services offered by the Library.

The library director will forward any law-enforcement request for patron information to the Board of Trustees who will refer the matter to an attorney. Under no circumstances will library staff release the name of a patron who has an item checked out, or other identifiable information of library users.

Confidentiality of library records is governed by New York CPLR 4509 (see Appendix D).

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library

Revised December 2006

Revised February 2009

Revised January 2012

Revised December 2012

Revised December 2013

Revised November 2015

Revised October 2016

Outstanding Debt

Any adult card with a charge \$3 or more, and any juvenile card with a charge \$1.50 or more, to any library in MVLS/SALS, will have all privileges at the Gloversville Public Library suspended until the account is brought below those monetary thresholds.

Lost and Stolen Cards

The initial card is free. Replacement cards with a new barcode will cost \$1.00 for adults and teens, and \$.50 for children.

Overdue Notices and Bills

When an item is one (1) week overdue, the patron will receive a reminder phone call or an email. When an item is two (2) weeks overdue, the patron will receive a second reminder phone call or an email. When an item is four (4) weeks overdue the patron will receive a bill. The computer automatically tallies fines based on the patron's patron class (Adult, Teen, Juvenile) and the number of days an item is overdue. After six (6) weeks overdue accounts may be referred to a collection agency for the purpose of additional collection procedures. A non-refundable processing fee of \$10 will be added to all accounts in collection.

Fines and Lost Item Charges

Adults and teens are charged 20¢ per day with a maximum fine of \$3.00 per item. Adult and teen patrons owing \$3.00 or more will not be in good standing. Juvenile patrons are charged 5¢ per day with maximum of \$1.50 per item. Juvenile patrons owing \$1.50 or more will not be in good standing.

Replacement Fee

An item that is overdue 4 weeks is considered lost. Patrons will automatically be charged a replacement fee for lost items. The replacement fee is the price listed by the circulation system for that item.

If a lost Gloversville Public Library owned item is returned in good condition and the replacement fee was not paid, the fee will be waived, but the overdue fine will stand. If a lost Gloversville Public Library owned item is returned in good condition within 180 days of being labeled lost, and the replacement fee was paid, the patron will be refunded the replacement fee only, the overdue fine will stand.

Any audio-visual item missing a disc is considered damaged.

A patron may only provide a replacement item in lieu of paying the replacement fee if the replacement is in very good condition, the same title, of the same format (hardcover for hardcover, paperback for paperback, DVD for DVD, etc.) and equivalent edition. (5th ed., extended version, bonus disc, etc.)

Items borrowed from other libraries will have fees assessed by the owning library.

Damaged Materials

It is a patron's responsibility to return items in the same condition they were in when borrowed.

If an item is damaged and can be repaired to a condition that makes it suitable for circulation, the following fees will be assessed:

- Books - a fee equal to 25% of the book's replacement value will be charged.
- DVD cases/covers - a \$3 fee will be charged.
- Audiobook cases - a \$5 fee will be charged.
- Replacement audiobook discs - an \$8 fee per disc will be charged. If replacement discs can not be purchased, the item is considered damaged and can not be repaired to a condition that makes it suitable for circulation.

Damaged Materials continued

If an item is damaged and can not be repaired to a condition that makes it suitable for circulation, 100% of the item's replacement value will be charged. Items borrowed from other libraries and returned damaged to GPL will have condition and fees assessed by the owning library.

A damaged item will be held for **30** days for a patron to examine its condition.

NY CLS CPLR § 4509 (2001) § 4509. Library records

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.