

**TULLY FREE LIBRARY
CIRCULATION OF MATERIALS POLICY**

1. Overall Policy

Users must have a valid Onondaga County Public Library (OCPL) card in good standing in order to borrow materials. If the user's card has long overdue items or has a fine exceeding \$3.00 the person may not borrow materials. Each patron is responsible for the use of his/her card. If a library card is lost or stolen it should be reported to the library immediately.

Materials covered by this policy include all items that are in the library: books, videos, DVDs, books-on-tape, cassettes, kits, CDs, magazines.

2. Loan Periods

The loan period is 21 days for most materials.

Exceptions are:

Holiday books	7 days
Older encyclopedias	7days
Magazines	7 days
Videocassettes/DVDs	7 days

In addition, support materials for school assignments may be restricted to 'in library use only' or have shorter than normal loan periods while in demand. Reference books, most encyclopedias and some magazines do not circulate; they are 'in library use only' restriction.

3. Limits on Borrowing

Borrowers may be limited to 50 items out on a card at any time.

There may be a limit of one item per patron for materials in a particular category where demand is heavy.

4. Reserve Policy

Materials out in circulation may be reserved without charge at the request of the patron. The patron will be advised when the item is available and will have 7 business days to pick up the material. If the item is not picked up within the 7 day period the request is invalidated and the next person on the list will be contacted or the item will be put into circulation or returned to the owning library.

5. Interloan Circulation

Materials not owned may be requested from other libraries. In general the library will not restrict the number of items that may be requested. Only patrons with library cards in good standing may borrow materials coming from other libraries.

6. Renewal Policy

Library materials may be renewed twice. Other materials from the library may be renewed once unless there is a reservation for the item. Materials may be taken to any OCPL library to be renewed. Materials may be renewed by phone and on line.

7. Vacation Borrowing Policy

Older materials may be borrowed for a 6-week period, with the personal authorization of the person in charge at the library. Under no circumstances may materials less than six months old or in heavy demand be borrowed for longer than the regular loan period.

8. Fines

Two grace days are allowed on all circulating materials. Thereafter the fine schedule is:

	Fine per day	Maximum fine
Hardcover books	\$.20	\$10.00*
Paperbacks and magazines	\$.20	\$ 5.00
Books-on-tape	\$.20	\$10.00*
Cassettes	\$.20	\$10.00*
Videos	\$.20	\$10.00*

*Depending on cost of material

The fine schedule for items from other libraries taken out at Tully Free Library will reflect the owning library's fine schedule.

9. Overdue Notices

Two overdue notices are mailed to patrons within 30 days after the due date of materials.

10. Lost and Damaged Materials

Materials lost or damaged to the extent that they are not usable, will be charged to the patron at the replacement cost, with a \$5.00 minimum.

Books on tape: a charge of \$5.00 per tape will be assessed for each lost cassette in a set.

There will be no reimbursement for items found after payment has been made, in such cases, the item is then the property of the patron.

Lost or damaged items from other libraries: the rules of the owning library are applicable.

11. Confidentiality of Circulation Records

All circulation records identifying the names of library users with specific materials are confidential in nature. These records will not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power. The issuance or enforcement of any such process, order, or subpoena will be resisted until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

New York State Law on confidentiality applies.

Revised and adopted by Tully Free Library Board of Trustees , March, 2004