

## Edith B. Ford Memorial Library

### CIRCULATION POLICY

The Edith B. Ford Memorial Library is committed to providing the best service possible to residents of all counties served by the Finger Lakes Library System. In order to ensure fair and equitable access to the materials and information in the Library's collection, the Edith B. Ford Memorial Library sets policies for length of loan periods, renewals, reserves, fines and fees.

#### **Borrowing Library Materials**

To borrow library materials, all persons must present a valid Finger Lakes Library card from a Seneca County Library or acceptable proof of identification. To obtain a library card, patrons must fill out and sign an application form to register for a new library card and provide identification with proof of address. Library cards must be renewed every three years.

Children under the age of 16 must apply for a card with a parent or guardian who presents proper identification and cosigns the registration card. Parents or guardians are responsible for fines and charges incurred by their children.

Cards will be blocked when a patron owes a fine of \$5 or more or if materials have not been returned. A block will occur when fines are incurred and materials lost at any of the five Seneca County Libraries.

#### **Renewals and Returns**

A circulating item may be renewed if it is not on hold for another patron. Items may be renewed at the library, by phone, or online. Items may be returned to any library in the Finger Lakes Library System. Items may be returned to the Edith B. Ford Memorial Library using the library drop box located behind the library.

#### **Loan Periods**

Books, periodicals, media kits, music CD's, audio books, media device – 3 weeks

Single disc DVD's, and Electronic Resources – 1 week

Multi-disc DVD's – 2 weeks

Reference materials are limited to in library use only.

#### **Loan Limits**

Books, periodicals, media kits, music CD's, audio books, electronic resources – 30 items.

VHS, DVD's, Media Device – 5 items

Patrons may place up to 10 hold requests on their card.

#### **Fines and Fees**

Books, periodicals, media kits, music CDs, audio books - \$0.10/day

DVD's, Electronic Resources - \$0.50/day

ILL's - \$1.00/day

A one day grace period is provided. Library closed days do not count toward fines. Any borrower not able to pay their fines and fees should speak with the Director to make alternative reparation arrangements.

Patrons who return materials that are damaged and judged unsuitable for the collection must pay the replacement cost of the item.

Patrons that fail to return items will lose borrowing privileges until the replacement cost of the item is paid.

Patron may pay overdue fines using cash or check at the Ford Memorial Library. The patron may also pay fines of \$5 or more using credit card online through the Power Pac.

### **Non-Resident Borrowers**

Non-residents may borrow library materials by applying for a library card with proof of identification and address.

Tourists may use a public computer station as a guest upon signing the Library's Internet Use Policy and, if applicable, the Library's Wi-Fi Policy.