

CIRCULATION POLICY

A. Registration

All borrowers must have a valid library card to borrow library materials. Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance.

I agree to be responsible for all items borrowed with the library card issued in the above name, including items borrowed by it with or without my consent unless I have previously reported the loss of my card. I promise to comply with all library rules and policies both present and future, and to give prompt notice of change of address or loss of library card.

RESIDENT

- Identification required, as proof of residency; A driver's license or student ID is preferred; however, any other official ID or recent non-personal piece of mail may be acceptable.
- Applicant's ages 5-12years of age must have a parent/guardian give their consent on the application form before a card can be issued. This parental signature is not required for children renewing cards.
- Materials cannot be checked out until a library card is issued.
- All library cards expire after 2 years. In order to renew a library card, patrons must provide identification and must clear all outstanding fines and fees.
- All new library cards are \$1.00.
- If a patron loses his/her library card, he/she should notify the library as soon as possible and request a replacement. There will be a replacement fee of \$1.00 for any card lost/stolen.
- All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items.

NON-RESIDENT HOUSEHOLD

- Non-Resident Households of the City of Saratoga Springs may purchase a library card for either 6 or 12 months. Six month library cards are \$20.00 per household, twelve month cards are \$40.00 per household.
- Applicant's ages 5-12years of age must have a parent/guardian give their consent on the application form before a card can be issued.

- Materials cannot be checked out until a library card is issued.
- In order to renew a library card, patrons must provide identification and must clear all outstanding fines and fees.
- If a patron loses his/her library card, he/she should notify the library as soon as possible and request a replacement. There will be a replacement fee of \$1.00 for any card lost/stolen.
- All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items.

B. Loan Period, Renewal and Reservation

- For books, audio CD's, videos/DVD's, the loan period is 3 (three) weeks. Interlibrary loan books are due the date indicated by the lending library and are to be returned to the lending library. Generally, reference books do not circulate. Upon request, some reference materials may be checked out. For residents, the limit of books for children ages 5-12 is 5 (five), 13-17 may check out up to 10 (ten) items, and adults 18 & older may check out up to 20 (twenty) items. For non-residents, the limit is 10 books per household.
- Books may be renewed twice, unless there is a waiting list for the title.
- Patrons may place Holds/Reserves either in person or over the telephone.
- Patrons will receive an email or telephone call when the materials are available. There is no charge to patrons for placing a hold/reserve. Interlibrary loan services are subject to a \$3.00 fee for postage/fees.
- Holds/Reserves may be held for 7 business days after the patron has been notified. Holds/Reserves shall be filled in the same order as they are listed in the hold queue.

C. Fines and damages

- Fines of \$.05 cents per day shall be assessed for overdue materials such as books, audio books. \$.25 cents per day shall be assessed for overdue Videos/DVDs. Fines will not be assessed on Sundays, holidays or days the library is closed. There is a one-day grace period, however, if books are returned later than the grace period, fines will accrue from the date the items were due. Fines shall stop at the cost of replacing the book.
- Patrons shall be assessed a replacement fee for individual items lost or damaged based on the current retail price of the material plus a minimum fee of \$2.00 to cover re-ordering and processing costs.
- There is a minimum fee of \$1.50 for the removal of or damage of the bar code on any of the library materials.

- If lost items are paid for and then found before six-month's time, the library will refund the cost of the item, but not the charge for the fine or re-ordering. After a six-month period, no refunds will be granted.
- If materials have been damaged, the patron will be able to keep the materials that have been damaged after they have paid the appropriate fee. A notice of these charges will be sent to the patron informing them of the situation.
- Replacement costs of rare, valuable, or out-of-print material shall be determined on an individual basis by the Library Director.
- A minimum fee of \$25.00 shall be assessed on all returned checks.
- A minimum fee of \$20.00 per account shall be assessed on all accounts turned over to a collection agency.
- Delinquent patrons shall not be allowed to check out additional materials until all charges are paid in full and all items are returned.
 - Patrons are delinquent if any of the following conditions apply:
 1. They have fines on materials returned late.
 2. They have been billed for overdue materials.
 3. An adult patron has fines or overdue on his/her child's card.
- The status of an individual's library card will be used only in regard to circulation at the library, and does not affect the person's use of other services at the library.
- The Library Director has the right to waive fines and/or handling charges in special circumstances. These circumstances are to be documented, in writing, and submitted to the City Treasurer.

Adopted: 2/28/2011

Reviewed by Library Board: February 2011