

## **DUNDEE LIBRARY CIRCULATION POLICY**

### **A.) Patron Registration**

Any patron age 5 and older may register for a library card by filling out a registration form. Forms for children under grade 9 must be signed by a parent or guardian. Patron information is entered into the computer, and registration forms are kept in a loose-leaf binder at the circulation desk. Information in library files about patrons and their borrowing records are confidential.

There is no charge to register for a library card, however lost library cards will be replaced for \$1.00.

### **B.) Confidentiality of patron Records**

Circulation and other records identifying the names of library users shall be kept confidential. Library staff, volunteers and board members will not reveal to another person, including a law enforcement officer, what items or information a patron has borrowed or sought. This includes avoiding telling anyone other than the intended patron the title of an overdue or reserved item.

In the event of a request for confidential borrower information, a staff member or volunteer will present it to the Library Director, who will explain the policy on confidentiality to the person or agency making the request.

### **C.) Lending Rules**

All patrons whose account is in good standing may check out materials from the Dundee Library.

**Lending Periods** – Videos and DVDs are checked out for one (1) week, while most other materials are checked out for two (2) weeks.

**Renewals** – Patrons may renew their materials online, by phone or in person. Items can be renewed twice. Materials from libraries outside of the Southern Tier Library System cannot be renewed.

**Lending Limits** – Patrons may borrow no more than five (5) videos and/or DVDs at a time.

**Library Use Only** – Reference materials and reference books are not allowed to be removed from the library except at the discretion of the Library Director or his/her designee.

**Late Fees (Fines)** – Videos and DVDs carry a fine of \$1.00 per day per item. Books and most other materials carry a fine of \$0.15 per day per item. Patrons are encouraged to use the drop-box in the rear of the library to avoid late fees. The library may occasionally offer amnesty on fines. This is usually publicized in advance.

**Good Standing** – Patrons who owe more than \$5.00 in fines will have their lending privileges blocked until their fine is paid down to less than \$5.00. This means that patrons cannot check out materials if they have more than \$5.00 of outstanding fines.

Materials belonging to other libraries in the Southern Tier Library System may be returned to the Dundee Library and vice versa.

**In Loco Parentis** – The Dundee Library and its staff do not act in position or place of a parent, and will not police juvenile borrowing. This is the responsibility of a parent or caregiver.

### **D.) Reserves and Inter-Library Loans**

Patrons in good standing may reserve materials which are currently checked out. Items loaned from other libraries in the Southern Tier Library System are subject to the providing library's policies pertaining to fines, damage and loss. Voluntary charges may be applied to Out-of-System loans.

### **E.) Overdue Materials**

Patrons with overdue materials will be notified in the following manner:

1. **First Notice** – An overdue phone call will be made.

2. Second Notice – A second overdue phone call will be made.
3. Third Notice – The computer automatically deems the material “lost” and a letter stating the replacement cost(s) will be sent. Replacement cost(s) is/are automatically determined by the computer using the bibliographic record.
4. If the patron cannot be reached by phone, a note will be added to their account to update their phone number. Attempts to contact the patron by mail will be made as time and budget allows. For this reason it is important to make sure patron contact information is current.

F.) Damaged and Lost Items

The extent of the damage for any borrowed item is determined by staff. Patrons will pay the cost of repair for each item deemed to be moderately damaged. Staff should consult the Library Director should there be any question as to the extent of damage. The damaged material is still the property of the Dundee Library and will not be surrendered to patrons at the time of payment.

Patrons must pay full replacement costs for each item which is lost. For items no longer in print the patron will be charged for replacement of a similar item. Patrons may replace lost or damaged materials with the same edition of either new or in excellent used condition.

G.) Changes in Policy

Circulation policies may be changed without formal notice to each borrower.  
Exceptions to these policies may be made at the discretion of the Library Director.