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Borrowing Policy

1. Library Registration

Any OWWL System resident or out-of-system resident may borrow materials from the Avon Free Library. Upon registration, the borrower must present proof of identification and valid address. If proof of current address is not immediately available, the library card may be issued with the notation that the patron will provide proof within 60 days.

Minors ages 1-15 may register for a library card with parental or guardian approval. A parent or guardian is required to provide valid government issued identification. It is understood that the parent or guardian is responsible for all materials borrowed by the minor.

Special permission is needed from the Library Director in order to obtain a borrower's card without fulfilling these requirements.

2. Account Renewal

Upon bi-annual expiration of a patron account, the patron may renew the account in person or on the phone, verifying and updating contact information at that time. If the patron requests a replacement card, a new card can be purchased for \$2.00. There is no charge to replace the card on a child/teen account.

3. Borrowing Materials

It is expected that patrons will show an active library card or photo ID, or verbally verify the personal information in their account when borrowing materials. Special permission is needed from the Library Director in order to borrow materials without fulfilling these requirements.

4. Patron Privacy:

To ensure privacy, each patron will be assigned a card to be used when checking out library material. No one is able to borrow under another patron's card unless that patron is present to give permission, the patron has granted the individual access as recorded in their account in the circulation software, or if the patron has given their card to an individual in order to pick up an item on hold. Special permission is needed from the Library Director to make

exceptions to this policy. Information in a patron's record, either personal (e.g. an address & phone number) or pertaining to the materials borrowed is confidential and may not be given to anyone without a subpoena (CPLR4509) except in the following cases:

- A borrower may be given information about his or her own records.
- A parent or guardian may be given information about the borrowing record of his or her under aged child upon presentation of appropriate identification.

5. Borrowing Periods:

All circulating books, audio books, and activity kits – **twenty-one day period**

DVDs and Blu-ray– **seven day period or twenty-one day period for series.**

All magazine periodicals – **seven day period.** Only one current issue per patron is allowed at a time.

Museum and Park Passes – **seven day period**

Wi-Fi hotspots - **seven day period**

6. Collections Borrowing:

At the discretion of the Library Director or Children's Librarian, a collection in one subject area or by one author may be borrowed by a patron for group use (i.e. teachers, nursing home activity directors, etc.), but must adhere to the general circulation policy.

7. Materials Renewals

Most Library material may be renewed twice if there are no pending holds on the item and the patron account is in good standing (no lost/damaged items, no more than 5 items overdue). Renewals may be done automatically, over the phone, in person, or by computer. New DVDs (up to 3 months after release date) are not renewable. All other DVDs can be renewed one time.

8. Reserves/Holds:

Patrons may request to have items placed on a hold free of charge for materials within the OWWL Library System. "Holds" must be picked up within seven calendar days of notification, or they may be returned to the lending library.

9. Out of System Interlibrary Loans:

The library participates in the inter-library loan system, facilitated by the OWWL Library System for material not available within the System. There is a fee of \$5 to be paid at the time of each request. The money is non-refundable if the request cannot be filled.

10. Overdue Material:

When material is two weeks overdue, an email will be sent or a courtesy phone call will be made to remind the borrower. If the material is not returned within two weeks of the notification, a notice will be mailed to advise the patron of the replacement cost of the material for which he/she is responsible. At this time, borrowing privileges will be suspended until the material is returned or replacement charges paid.

11. Overdue Charges:

The Avon Free Library is a fine free institution.

12. Lost Materials

Charges for lost materials will be the replacement cost of the item. Material damaged beyond repair will be treated as lost. Patrons may keep the damaged item if the replacement cost has been paid.

13. Wi-Fi Hotspots

Hotspots may be borrowed for a seven day period on a first-come-first serve basis, and must be returned at the Avon Free Library. Hotspots cannot be renewed or placed on hold. Once a patron has returned a hotspot, they must wait 24 hours before borrowing another hotspot. Exceptions can be made at the discretion of the library director. If a hotspot is not returned by its due date, the data may be deactivated until its return to the library. The cost to replace a lost or damaged hotspot is \$80.00. If a wi-fi hotspot is returned with missing components, partial charges may be placed on the account of the borrower.

Approved by the Board of Trustees: July 28, 2014

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