

# Circulation of Materials

The Skaneateles Library Board of Trustees must balance the needs of individual patrons with the overall needs of the community of library users. Our goal is to offer friendly, accommodating service of the highest quality, and staff are encouraged to be creative and resourceful in making decisions that will result in a positive outcome for library users.

## **Borrower Responsibilities**

Library cardholders are responsible for all materials borrowed on their card. Parents and guardians are responsible for materials borrowed on their children's cards.

Lost/stolen cards should be reported immediately to the library. Materials borrowed on an unreported lost/stolen card remain the responsibility of the cardholder.

Cardholders must inform the library of changes in address, phone or email.

## **Loan Periods**

Loan periods for library materials vary by collection and are based on material type, quantity, cost and demand. All materials have one free grace day after the due date.

## **Renewals**

Loan periods for most items may be renewed if there are no pending requests for the material from other patrons. Some new or high-demand materials may not allow for renewals.

## **Limits**

In general, no more than 100 items may be checked out to a single library card at one time. Some materials may be restricted to residents of the Skaneateles School District.

## **Fines and Fees**

*Lost/Damaged Items:* Cardholders will be charged the replacement cost for lost or damaged items. Fees may be paid with cash or check at the library or with a credit card through the cardholder's online library account.

*Overdue Items:* Cardholders who return an item after its due date will be subject to a per-day fine. Fines are capped at a maximum of \$10.00 per item, or the replacement cost of the item, whichever is less. Overdue fines are not charged for children's, middle reader or young adult items.

*Interlibrary Loan:* Materials not available within the Onondaga County Public Library (OCPL) system may be requested from libraries outside the system. OCPL does not charge for this service, but a fee may be assessed by the lending library.

Cardholders who owe \$15.00 or more in fines or fees will have their borrowing privileges suspended.

## APPROVED POLICY of the SKANEATELES LIBRARY ASSOCIATION

OCPL sends overdue notices on behalf of member libraries as a courtesy to OCPL patrons. No bills for fines are issued. The receipt provided by the library when materials are borrowed indicates the return date of each item.

Skaneateles Library participates in the Materials Recovery Program administered by OCPL. All overdue library accounts in the amount of \$100.00 or more will be referred to Unique Management Services, a materials recovery agency. A service charge of \$10.00 is applied to each account submitted for recovery.

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