

# 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.

## **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 Central 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:* Overdue fines are not charged for most items. There may be overdue fines on items owned by other libraries. Please contact the owning library for their overdue fine policy.

*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 \$20.00 or more will have their borrowing privileges suspended.

Onondaga County Public Library System sends overdue notices on behalf of member libraries as a courtesy to OCPL patrons via automated phone call, email, or text. Patrons must select a preferred method of communication and keep their contact information current to receive

## APPROVED POLICY of the SKANEATELES LIBRARY ASSOCIATION

notices. The receipt provided by the library when materials are borrowed indicates the return date of each item. Patrons may access their library account online at any time and/or contact the library for a list of borrowed items and due dates.

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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