

Circulation

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Library Card Registration

All borrowers must be registered and must have a valid local or system patron card to borrow materials from Powers Library. New borrowers must fill out an application form to register for a new library card before any material may be checked out. Identification is required. A driver's license or student ID is preferred, however, any other official ID or recent non-personal piece of mail may be acceptable.

By signing the registration form, patrons agree to be responsible for all items borrowed with the library card issued in their name, including items borrowed with it by others with or without their consent unless they have previously reported the loss of the card. Borrowers promise to comply with all Powers Library rules and policies both present and future, and to give prompt notice of change of address or loss of library card.

Applicants entering kindergarten to under age 14 must have a parent or guardian give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards.

Library cards do not expire, but every 3 years patrons must verify or update contact information on file at Powers Library, and must clear all outstanding fines and bills.

Lost or Forgotten Cards

If a patron loses their library card, they should notify Powers Library as soon as possible and request a replacement. All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items.

Lending Limits

Patrons may borrow up to the following number of items:

Books: 30 for individuals; up to 100 for institutions. (Institution status to be granted at the discretion of the library director.)

DVDs, Audiobooks, Wii Games, Playaways, or Multi Media (a book with a companion CD): up to 5 of each type – 3 from the local collection, and 2 ordered through the library system.

*These limits may be exceeded with the permission of the library director.

Loan periods & renewals

> **Books** circulate for 3 weeks, but may be renewed up to two times, provided there is not a waiting list for the title. Some books in the library system may automatically renew. If a patron needs to keep a book for a longer period than usual, they should seek assistance from a staff member.

Powers Library – Moravia, NY

> **DVDs** may be borrowed for 1 week.

> **Reference books & Special collections:** The director may establish the loan period for reference books or special collections, including materials which generally do not circulate, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer software.

> **Inter-library loans** (ILL) are due by the date indicated by the lending library. Materials not owned by Powers Library can be requested from other libraries within the Finger Lakes Library System. In addition, materials from outside the Finger Lakes Library System are obtained by accessing the **WorldCat** database. There is a limit of 5 active requests from outside the system.

Patrons wishing to renew an item should contact Powers Library at least **three** business days before the due date. Renewal requests are granted at the discretion of each individual lending library, and only one renewal is allowed. Overdue items obtained from WorldCat are charged \$1.00 per calendar day.

Reserves or Holds

Reserves or holds may be placed by patrons either in person, on-line, or over the phone. Patrons will be notified by text, email, or telephone when the materials are available. There is no charge to the patron for placing a reserve or for inter-library loan services. Items received through inter-library loan will be held for 11 days, and will then be considered unclaimed and sent back. WorldCat requests have more varied expiration dates, so these items should be picked up as soon as possible after patrons are notified.

Fines and charges / Damaged materials

There are no fines for overdue materials. Powers Library believes patrons will not abuse this privilege and will return materials promptly.

When items are borrowed, patrons are notified of the due date, then further notified after the material is due. If, after all attempts to recover the material have been exhausted and the material is not returned within a designated period, a bill will be sent for the cost of replacement of the material. Patrons who have been sent an overdue notice shall be denied borrowing privileges until those overdue materials are returned, replaced, or paid for if lost and/or damaged.

If materials have been damaged while in the possession of a patron, and are judged by the library as being unsuitable to return to the collection, the patron has the choice of purchasing the items on their own for replacement in the collection, or paying the replacement cost billed to them by the library. The item purchased for replacement is required to be of the same format as the item that was borrowed.