



Clifton Springs Library

4 Railroad Avenue

Clifton Springs, New York 14432

315-462-7371

www.cliftonspringslibrary.com

REGISTRATION & BORROWING POLICY

REGISTRATION

- Any OWWL System resident (Ontario, Wyoming, Wayne, and Livingston Counties) or out-of-system resident may borrow materials from this library.
- Patrons must present valid identification and have a current address to obtain a library card.
- Minors in Kindergarten or age 5 through age 16 may register for a library card with parent or guardian approval. Parent or guardian must present valid identification and have a current address. The parent or guardian is responsible for all materials borrowed by the minor.
- Patrons age 17 and older may register for their own card.
- All library borrowers are issued a card with a barcode giving them access to physical library materials and as well digital content (ebooks, databases, online learning tools, et cetera).
- Patron accounts expire annually. Patrons may renew accounts in person or on the phone, verifying and updating contact information at that time.

LENDING

| | Loan Quantities | Loan Periods | Overdues/day |
|--------------------------|------------------------|---------------------|---------------------|
| Print Books | Unlimited | 3 weeks | \$0.10 |
| Audio Books | Unlimited | 3 weeks | \$0.10 |
| Magazines | Unlimited | 3 weeks | \$0.10 |
| Music CDs | 3 NEW, 6 total | 3 weeks | \$0.10 |
| DVDs, single disc | 3 NEW, 6 total | 1 week | \$1.00 |
| DVDs, multi disc | 3 NEW, 6 total | 3 weeks | \$1.00 |
| DVDs, children's | 3 NEW, 6 total | 1 week | \$1.00 |
| Video Games | 3 NEW, 6 total | 1 week | \$1.00 |

GUIDELINES

- Library materials may be returned in the Book Drop when the library is closed. Materials returned before the library opens are backdated to the previous business day.
- Overdue fees are only charged the days the library is open.
- Overdue fees per item will not exceed \$5.00.
- Borrowing privileges will be suspended when a patron accrues \$5.00 in charges and will be restored once total is under \$5.00.

- Items may be renewed for 2 additional loan periods if there are no active holds on them. Renewals may be made in person, on the phone, or online.
- Patrons may request materials from other OWWL libraries. Holds may be requested in person, over the phone, or online. Patrons will be notified when holds arrived via phone, text, or email (whichever method the patron chose upon registration). Holds must be picked up within 7 days of notification or they will be returned to the lending library
- The library participates in the interlibrary loan system, facilitated by the Pioneer Library System, for material not available at an OWWL library. A fee may apply.
- Loan periods and renewal limits on OWWL interlibrary loan materials are set by lending libraries and may not be overridden without permission from the lending library.
- Charges for lost material(s) will be the replacement cost of the item(s). Material(s) damaged beyond repair will be treated as lost. With approval from the Director, patrons may choose to replace material(s) themselves with new, identical item(s). Patrons may keep the damaged item once a replacement has been paid for or given to the library.

PRIVACY

To insure privacy, no one is able to borrow under another patron's card unless that patron is present to give permission. Special permission is needed from the Director to make exceptions to this policy. Information in a patron's record, either personal 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 minor child upon presentation of appropriate identification if he or she is the parent or guardian who signed the library registration card.

Final decisions regarding Registration & Borrowing are made at the discretion of the Director.