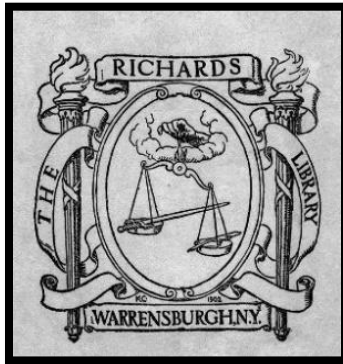


# The Richards Library Policies



## Circulation

The following rules and regulations are approved by The Board of Trustees of The Richards Library regarding the Circulation Policy of the library. These are effective February 6, 2017 and will be reviewed biannually.

The Circulation Policy of The Richards Library exists to facilitate community access to the materials and information contained in The Richards Library collections. In order to borrow materials from The Richards Library and to have access to the library's laptop computers, library users must have a Richards Library (or SALS member) card. Access to the library's Public Access Computers is open to all regardless of membership. Cards are issued free of charge to Southern Adirondack Library System residents (both permanent and summer). Registration requirements include a photo ID. Children must be able to sign or print their own name to be eligible for borrowing privileges. Parents of children under five may sign for their child. Children/Teens that are 15 years old or younger, must have a parent present to check out DVDs. Teens that are 16 years old or older, may check out DVDs on their own. However, library staff reserves the right to review the selection to ensure that the content of the DVD is appropriate, i.e., if the selection is rated NC-17 or higher, the teen will not be allowed to check out the material unless a parent is present. This does not apply to teens that are 18 years old or older. The library reserves the right to have non-circulating items in its collection.

The loan period for various types of materials is listed below:

New and Popular Books: 2 weeks

New To Us (NTU): 2 weeks

Other Books: 1 month

Technology (laptops): Non-Circulating

Periodicals: 1 week

DVD's: 1 week

Reference items: Non-Circulating

Genealogy materials: Non-Circulating

Large Print materials: 1 month (**If** New and Popular: 2 weeks)

Audio books: 1 month (Including New and Popular)

Graphic Novels: 1 month (**If** New and Popular: 2 weeks)

Holiday Items (**Children's ONLY**): 1 week  
**Staff Discretion may alter all loans.**

### **Children's Materials:**

All loan periods remain the same with the addition of the following:

Puzzles & Games: non-circulating  
Summer Reading Materials: 6 weeks  
**Staff Discretion may alter all loans.**

### **Loan Restrictions are as follows:**

Number of items loaned to any individual: 10 books, 4 DVD's, or total of 14 items  
Number of items by same author: 5  
Renewal of new and popular items is once  
Renewal of DVD's is once  
Renewal of all other items is twice

### **Fines:**

Fines are assessed per item per day. If an item is returned after the library closes or on Sunday/Holiday, the patron is credited for having returned the item on the last day the library was open.

Adults are assessed \$.10 per day not to exceed \$5.00; Children are assessed \$.05 per day not to exceed \$2.00.

Fines for Inter-Library Loan items (Outside SALS –MVLS) are assessed \$.20 per day.

Replacement of a Library Card is free the first time and \$1.00 thereafter.

**Variable Damage Charges may be assessed by the library staff.**

Lost Materials must be paid based on [recorded] Replacement Cost notated in the computer records for that item.

**The Library may waive or reduce fines and fees at its discretion when circumstances warrant.**

### **Suspension of Borrowing Privileges:**

To ensure that no one library user accrues an excessively high fine, library users will have their borrowing privileges suspended when they have any item or a total of overdue items so that accrued fines amount to \$5.00 for adults and \$2.00 for children. A payment plan will be made available to the patron. As soon as the fines are reduced below the limit, the patron will immediately be allowed to borrow materials. Patrons must use their own library card. Lost or stolen cards must be reported to the library immediately. Patrons are responsible for any items checked out on their card.

**Privileges can and will be revoked system wide depending on the circumstances.**

### **Hold Requests:**

Library users may place reserves on items, which are currently in circulation, and on items, which are on order. When a reserved item becomes available, the user will be notified by email, if the user has supplied the library with an e-mail address, by a telephone call or by standard mail, that the item is

being held for them at the Library for 2 weeks. After 2 weeks, the item will be returned to the loaning library. A library user may have no more than five outstanding hold requests at any one time. Library users are responsible for cancelling any holds they no longer need or by calling the library and having a member of the staff cancel the hold for them.

### **Notification Methods:**

The Richards library may notify patrons using the following methods: e-mail; phone call or print notices by standard mail.

**Revised by the Board of Trustees on 6 February 2017**  
**Reformatted, Revised, Reviewed and Approved: April 19, 2018**  
**Reviewed, Amended and Approved: 10 April 2019**