

# **Weedsport Free Library**

## **Circulation Policy**

1. The library shall grant free basic services to all residents of the Weedsport Free Library Service Area.

*Please Note: The Weedsport Free Library Service Area includes the Town of Brutus.*

2. New library patrons are required to register by giving full name, permanent address, and telephone number where they can be contacted. Proof of address, such as a driver's license or photo I.D., must be offered if requested. Children will be issued a library card upon request when they enter kindergarten.
3. In general, no limits are set regarding the number of books that may be checked out at one time. A total of five DVD/Blu-rays (any combination) will be loaned per family at one time.
4. All materials except DVDs and Blu-rays may be kept for a period of three weeks. Videos and DVDs are due back in one week.
5. The library is fine free as of 3/1/2021. [Approved by Board on 4/8/2021.]
6. Patrons with items overdue by 10-30 *days* will be notified by phone. If the material is not returned within 60 days, a billing notice will be sent, which will include replacement costs and any associated processing charges.
7. As outlined in NYS Education Law Section 265, patrons not responding to late notices will be referred to the appropriate law enforcement agency.
8. Patrons are allowed to renew items, provided the item is not new and/or there is no reserve list on the item.
9. Patrons will be charged all replacement costs for damaged or lost materials.
10. E-reader devices will be loaned to any Weedsport Library Card holder. See agreement on next page.

**Updated November 11, 2021**