

**Town of Chester Public Library**  
**BORROWING AND LENDING POLICIES**

**1. LIBRARY CARDS**

Use of library card signifies the patron has read and agreed to all borrowing, lending and computer use policies.

There is no charge for a new or replacement library card. To apply for a library card one must present a valid ID (driver's license is preferred) showing the applicant's name and address.

Children must be at least 6 years old to get a library card and those in grades 1 through 6 must have their parents apply for their cards.

Non-residents and part-time residents may obtain a card by presenting a current valid ID and by providing staff with requested information which will include both their local and permanent address, and birth date, as well as a valid email for contact information.

**2. LENGTH OF LOAN**

All items in the library, with the exception of those listed below, circulate for 14 days with 3 renewals allowed as long as there are no requests for the item. There is a limit of 99 items per card.

**EXCEPTIONS:**

- *NEW AND POPULAR ITEMS*

New and Popular Items may be borrowed for 14 days only.

There are no renewals on New and Popular items.

- *MOVIES*

Movies may be borrowed for 7 days and may be renewed twice.

There is a limit of 3 **new** movies per card. There are no limits on the number of older movies.

- *SPECIAL COLLECTIONS*

Some rare items in our Local History Collection and all items in our Book Arts Collection are limited to in-library use only. Restricted Local History items are available on the Adirondack Collection shelf. Those wishing to view Book Arts items may do so under the supervision of a library staff member.

**3. RENEWALS**

Every item has a set number of times it can be renewed. As long as the maximum renewal limit has not been reached, a patron may bring materials into the library for renewal. A patron can also renew by phone or renew by logging into their account on the OPAC (On-Line Patron Access Catalogue) and renew them there. If the renewal maximum has been reached or there are fines or over-due items on their account, patrons will not be able to renew items on OPAC.

#### **4. OVERDUE FINES**

Children's materials are 2 cents each day the library is open.

Movies are \$1.00 each day the library is open.

All other materials are 5 cents each day the library is open.

Any patron with fines of \$5 or more on their card will not be allowed to check out materials, and will not be able to transact on OPAC (online patron access catalogue).

#### **5. OVERDUE AND LOST ITEMS**

- a. All library materials are ultimately considered property of the State of NY and should be returned in the same condition in which they are loaned.
- b. All library materials are "borrowed" by library patrons and must be returned in a timely fashion so materials can be enjoyed by all.
- c. Library materials are considered "overdue" when they are returned after the date indicated on the item at check out.
- d. Any materials returned in less than loaned condition, or missing part, are considered "ruined items" and are subject to the same conditions as lost items. Ruined items include, but are not limited to the following: stained, dirty, smelly, water damaged, chewed, torn, missing pages, covers or accessories, and scratched or broken CDs or DVDs. Normal wear and tear due to the long-term handling of items will be considered by the library staff when enforcing this policy.
- e. Patrons with overdue items will receive two overdue notices before a final bill for the replacement cost of the item will be sent. Library staff may choose to notify patrons by phone of overdue/lost items.
- f. If an item is overdue for more than 50 days, the item is considered "lost".
- g. If materials are lost by a patron, the cardholder is responsible and will be charged the cost of the item as listed in the catalogue. Identical replacement items may also be accepted at the discretion of library staff. Parents are responsible for all charges on their child's card.
- h. 30 days after the final notice is sent, any accounts with unpaid replacement costs may be sent to a collection agency. The library reserves the right to report the offender to the proper law enforcement agency in accordance with section 265 of the NYS Education Law.

#### **6. HOMEBOUND DELIVERY SERVICE**

Individuals who are confined to their homes and reside in the charter district may request participation in this program by contacting the library director. Participants must have a library card to participate and will be expected to abide by the Rules and Regulations of the Town of Chester Public Library.

The library director will interview the participant to determine the types of books desired. The director will then select 5 to 10 possible or requested items. A library employee or volunteer will deliver the books and pick them up on a pre-arranged date.

Any concerns on the part of participants or volunteers should first be directed to the Library Director, with any follow-up as needed by the Library Board of Trustees.

Approved by Library Board of Trustees

April 21, 2015