

CIRCULATION POLICY

AFTON FREE LIBRARY

1. PATRON REGISTRATION

1. Patrons must fill out an application and present proof of residence (License, Photo ID or two pieces of mail to obtain a library card that can then be used at all participating Four County libraries.
2. If a patron uses a Four County Library System card from a library other than the Afton Free Library, he/she may be asked for ID.
3. Youth under the age of 18 must have his/her application signed by a parent/guardian with proof of residence. A parent who signs an application for a youth is responsible for the youth's use of the card and all materials borrowed.
4. New patrons will be limited to checking out (2) two items only until those items have been returned in a timely manner.
5. Replacement library cards can be obtained at a cost of \$1.00.

2. BORROWERS RESPONSIBILITY

1. All borrowers agree to abide by the Afton Free Library's Circulation Policy.
2. All borrowers are responsible for:
 - a. All library materials borrowed on their library card, whether materials were borrowed by them or others.
 - b. Returning all borrowed materials in a timely manner and in good condition.
 - c. All overdue fines or fees incurred by themselves or others using their library card.
3. Library cards can be temporarily invalidated if materials are damaged, stolen or not returned. Patron will need to pay for damaged or lost items before library borrowing rights are restored.
4. Patrons will be charged the retail price for any lost items or materials damaged beyond repair. If a patron wishes to replace a lost or damaged item he or she may do so. The replacement must be in similar condition to the item that was lost or damaged.
 - a. If a lost item that was paid for in cash is subsequently found and returned within one month of the due date, the patron is eligible for a refund. Materials that a patron bought to replace lost items are not eligible for a refund.
5. Payment for lost or damaged materials belonging to other libraries is handled under the policies of the owning library.

3. AFTON FREE LIBRARY LOAN PERIODS

1. Most materials are loaned for (3) three weeks.
2. Magazines and music CDs are loaned for (1) week.
3. Most DVDs are loaned for (1) one week. TV series DVDs are loaned for (2) two weeks. DVDs rated R will not be loaned out to patrons younger than (17) seventeen years of age without a parent's or guardian's consent.
4. The number of DVDs a patron may borrow are limited to five at a time.
5. Newspapers do not circulate.
6. Materials owned by the Afton Free Library may be renewed once without question (some material will be automatically renewed once). Further renewals will be granted if there are no holds on the material. Renewals may be requested by telephone or made on the Four County Library System website.
7. All material may be returned at the desk during open hours, in the Afton Free Library's book drop or at any Four County Library System library.
8. Items placed on hold by a patron can only be checked out by the person who placed the hold. Patrons may arrange for a designated person to pick up materials for them by contacting the Library.
9. Patrons accruing less than \$5 in fines or lost or damaged items from one or more libraries in the Four County Library System may have his or her borrowing privileges revoked until all the bills are paid.
10. Patrons accruing \$5 or more in fines or lost or damaged items from one or more libraries in the Four County Library System will have his or her borrowing privileges revoked until all the bills are paid.
11. Patrons will be notified of overdue materials.
12. If items are kept out longer than issued, borrowing privileges may be revoked at the discretion of the Manager.

4. NON-FOUR COUNTY LIBRARY SYSTEM LOANS

1. The Afton Free Library will request materials not owned by an entity in the Four County Library System through the Four County Library System.
2. Patrons must have a valid library card through the Four County Library System and be fine free to request out of system materials.
3. Out of system requests will be charged the actual shipping cost of the materials.
4. Out of system materials must be returned on time. Failure to do so will result in borrowing privileges being terminated until the book is returned or paid for if lost, and all fines paid.
5. Some out of system loan materials may be renewed, providing they do not have outstanding reserves placed on them.

5. CONFIDENTIALITY OF LIBRARY RECORDS

1. In order to protect the privacy of library users, all circulation records and other records identifying an individual patron or library usage will be considered confidential in nature.
2. Such confidential library records will not be released or used for non-library purposes, except pursuant to a subpoena, a court order or where otherwise required by statute (NYS Civil Practice and Rules, Section 4509).
3. A patron's library record(s) may be released to said patron only upon his or her written request to the Manager.
4. The USA Patriot Act overrides state library confidentiality laws protecting library records. Although the Afton Free Library makes every reasonable effort to protect patron privacy, under the federal USA Patriot Act (Public Law 107-56), records of books and other materials currently on loan, interlibrary loan requested placed during the past year, or Internet sites and emails that patrons access through our computers may be obtained by federal agents. The federal law prohibits library staff from informing patrons if federal agents have asked about or obtained their records.

Board-Approved: