

THE LOUISE ADELIA READ MEMORIAL LIBRARY

BORROWING POLICY

Library Cards

4CLS Library cards are free to all patrons who live or own property in Broome, Chenango, Delaware, or Otsego Counties, and for patrons residing nearby in Pennsylvania. A Hancock Library Card may be used at any of the 4CLS Libraries within four counties: Broome, Chenango, Delaware, or Otsego Counties.

To obtain a library card, patrons will need to fill out an application and provide a valid NYS Driver's License or Non-Driver ID card. If the patron does not have a valid NYS ID, they may provide any 1 of the following to prove residency:

- a valid NYS motor vehicle registration
 - student ID
 - most recent tax bill or receipt
 - bank statement*
 - cable, phone, or utility bill*
 - current rent bill or lease agreement*
 - piece of mail delivered by the US Post Office*
- ("*" starred items must have been issued within the last 3 months)
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Fines

- Overdue items accrue a fine of \$0.10 per day overdue.

Fees

- Borrowers are responsible for all material checked out on their card. Unreturned materials will be marked as lost and will remain on a patron's account until the debt to the library is satisfied. Resolving a lost or damaged fee requires a consultation with a librarian.
 - Damage fees will depend upon the level of damage to the item.
 - Loss will result in a charge of at most the list price of the item.
 - Unpaid fees or charges amounting to \$5.00 will result in a suspension of library privileges until the fee is paid.
 - Patrons have 30 days from the date of payment to return the library's lost item and receive a refund.
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Loan Period & Renewals

- All circulating items except DVDs are loaned for three (3) weeks and may be renewed twice for two additional three (3) week periods.
 - DVDs are loaned for two (2) weeks and may be renewed for an additional two (2) weeks.
 - Overdue material may be renewed, but late charges will be billed to the patron's account.
 - Renewals can be made by telephone (607) 637-2519 or online using your library card number.
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Holds & Interlibrary Loans

- Circulating items owned by the Louise Adelia Read Memorial Library or any other 4CLS member library may be placed on hold.
 - Items will be held for 7 days after notification, as there may be a waiting list for items in demand.
 - Patrons will be notified by phone or email.
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Borrowing Limits per Library Card

- Up to twenty-five (25) items may be checked out at a time per library card.