

CIRCULATION POLICY
KINNEY MEMORIAL LIBRARY
(revised June 23, 2018)

1. PATRON REGISTRATION

1. Patrons are required to fill out an application and present proof of residence (License, Photo ID or piece of mail).
2. Children 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 child under the age of 18 is responsible for the child's use of the card and all materials borrowed.
3. New patrons will be limited to checking out (2) two items only until those items have been returned in a timely manner.

2. LIBRARY CARDS

1. Library cards will be issued with a complete application.
2. Library cards can be used in the Four County Library System with participating libraries.
3. The library card is free. If a library card is lost or stolen, an additional library card will be issued at a cost of \$1.00.
4. 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.
5. If a patron uses a Four County Library System card from a library other than Kinney Memorial Library, he/she may be asked for ID.

3. BORROWERS RESPONSIBILITY

1. All borrowers agree to abide by Kinney Memorial 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.
 - b. All overdue fines or fees incurred by themselves or others using their library card.
 - c. 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.

If a lost item that was paid for in cash is subsequently found and returned, the patron is eligible for a refund. The item must be returned within one month of the due date

to be eligible for a refund. Materials that a patron bought to replace lost items are not eligible for a refund.

- d. Payment for lost or damaged materials belonging to other libraries is handled under the policies of the owning library.
- e. Reporting name, mailing address and/or email address changes to the library.
- f. Reporting lost or stolen library cards.

4. KINNEY MEMORIAL LIBRARY LOAN PERIODS

1. Most materials are loaned for (3) three weeks.
2. Magazines and music CD's 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 the following:
 - New DVDS = (1) one at a time
 - Four County Library System circuit DVDS = (4) at a time
 - Kinney Library in-house DVDS = up to (10) at a time
5. Newspapers do not circulate.
6. Materials owned by the Kinney Library may be renewed twice, unless another person has requested them. Renewals can be made by telephone, on the Four County Library System website or on the BookMyne App, if the item is not on reserve.
7. All material may be returned at Kinney Library's main desk during open hours, in Kinney 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 make arrangements for a designated person to pick up materials for them by contacting the Director.
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 Director.

5. NON-FOUR COUNTY LIBRARY SYSTEM LOANS

1. Kinney 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 in order to request out of system materials.
3. Patrons having outstanding overdue materials or fines must clear his/her record before receiving out of system materials.
4. Out of system requests will be charged the actual shipping cost of the materials.
5. Out of system materials must be returned on time. Failure to do so after the third overdue notice will result in a warning letter. If additional material is late after the warning letter, all loan privileges will be terminated until the bill is paid.
6. Some out of system loan materials may be renewed, providing they do not have outstanding reserves placed on them.

6. 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 Director.
4. General public access to an individual's circulation statistics invades the privacy of the individual patron and would tend to discourage the freedom of inquiry into sensitive or unpopular subject matter.
5. The USA Patriot Act overrides state library confidentiality laws protecting library records. Although the Kinney Memorial 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.

Reviewed: June 23, 2018