

## **Maxwell Memorial Library Circulation Policy**

### **How to Get a Card**

You will need a current photo ID with current address OR two forms of identification which together show a current photo and current address. Frequently used types of identification include: current driver's license, automobile registration, National Grid or telephone bill, tax receipt, sheriff's identification, or school or college identification card.

Classes and groups of more than 5 people must submit completed card applications at least 24 hours in advance.

A child 5 and over may register for a library card if a parent or legal guardian presents a photo ID or other address verification. Children ages 14 and over may follow the same procedure or may present their own name and address verification. If the child over the age of 14 has no proof of address, staff will write their address on an envelope for us to mail to them. Once they receive the envelope in the mail, they can bring it back to the library as their proof of address. Until a parent or guardian signs and returns their library card application (with identification), children ages 14 to 16 are limited to 5 items checked out at a time.

Applications for those 14 and older may be started online at <https://www.onlib.org/find/using-library/how-get-card>. To receive a permanent library card, patrons must visit the library in person with appropriate identification.

Please notify the library of lost or stolen cards and changes of address and contact information. Lost or damaged cards may be replaced at the library for no charge. Borrowers are responsible for all materials borrowed on their card (see below for fine and replacement cost information). A valid Onondaga County Public Library (OCPL) card can be used at any public library in the County. Please visit <https://www.onlib.org/locations> for a list of locations.

### **Loan Periods**

Standard loan periods include:

- 3 weeks for books, audiobooks, and magazines
- 1 week for Rapid Read books
- 1 week for most DVDs (includes Blu-Ray format); 3 weeks for most TV series
- 3 days for Fast Flick media
- 14 days for Libby App e-book and e-audiobook downloads; 5 days for a movie
- 21 days for Hoopla e-books and e-audiobooks; 2 days for movies/TV series; 7 days for music

Please note that loan periods differ from library to library. Check your receipt for dates.

### **Special Collections**

The circulation policies in this document may not apply to special collections such as cake pans, Chromebooks, Rapid Reads, Fast Flicks, and park/museum passes. Special collections may have their own circulation policies, may incur fines, and may have limits on loan periods and renewals. Special collection items must be picked up and returned at Maxwell Memorial Library.

### **Holds**

Patrons may request items to be set aside for them. When placing a hold, the patron may select the pickup library. Once the request is available, a notice will go out via text, email, or phone, depending on the cardholder's preference. Patrons then have 7 days to pick the item up.

### **Returns**

Unless part of a special collection subject to local restrictions, materials borrowed from any library in the Onondaga Public Library system may be returned to any other library in the Onondaga Public Library system. Material from special collections—including Fast Flicks, Rapid Reads, Lucky Day items and similar collections—and material obtained through Interlibrary Loan must be returned to the library it was checked out from.

### **Renewals**

Items may be renewed twice with the following restrictions:

- Rapid Reads and Fast Flicks cannot be renewed
- Items that have been placed on hold by another patron cannot be renewed
- Special collections may have renewal restrictions

Please note that renewal policies may differ between libraries. Maxwell does not currently offer automatic renewal on its items.

Renewals of hardcopy items may be done online at <https://www.onlib.org/>. Click on My Account. Patrons will need their library card number and 4-digit pin. Patrons can also call 315-672-3661 during business hours, or visit any OCPL library in person (no need to have the materials in hand).

Renewing material checked out through Libby/Overdrive must be done in the app or on the website for OCPL's Overdrive collection. Material checked out through Hoopla cannot be renewed, but if the patron still has Hoopla checkouts available for the month, they can check the material out again.

Items cannot be renewed if there is a hold placed on the item. Additionally, there is a limit of two (2) renewals on most library materials; after that, the system will not allow renewal again.

## **Borrowing Limits**

In general, no more than 50 items may be checked out to a single library card at one time. Some materials may be restricted to residents of the West Genesee School District.

## **Fines and Fees**

*Lost/Damaged Items:* Cardholders will be charged the replacement cost for lost or damaged items. Fees may be paid with cash or check at the library or with a credit card through the cardholder's online library account. If a previously lost item is located after the cardholder pays the replacement cost, the patron may keep the item. Maxwell cannot issue a refund or a credit. Parents and/or guardians are responsible for lost or damaged items on their minor child's card.

*Overdue Items:* Cardholders who return an item after its due date will be subject to a per-day fine. Fines are capped at a maximum of \$10.00 per item. Overdue fines are not charged for children's, middle reader, or young adult items owned by Maxwell. Veterans and active duty military members are also not charged fines on items owned by Maxwell.

Standard fines are:

- 25¢ a day on books, audiobooks, and magazines
- 25¢ a day on DVDs/Blu-Rays
- 50¢ a day on Rapid Reads/Fast Flicks/cake pan kits
- \$1.00 a day for park/museum passes and electronic/computer kits

Cardholders who owe \$5.00 or more in fines or fees, or who have long-overdue materials will have their borrowing privileges suspended. Maxwell Library encourages patrons to call and speak with the director if this occurs. We value the community use of the library and are committed to working with patrons to address issues.

*Overdue Notices & Bills:* OCPL sends overdue notices on behalf of member libraries as a courtesy to OCPL patrons. These notices occur 3 days before an item is due, 7 days after an item was due, as well as 14 and 21 days after. At 30 days overdue, a bill will be issued for the replacement charge of the lost item. If the item is returned, the replacement charge will be removed.

Patrons with \$100 of outstanding fines/fees on their account will be referred to a collection agency by the Onondaga County Public Library system. A service charge of \$10 is applied by OCPL to each account submitted for collection.

## **Confidentiality**

All user records are confidential. Library circulation records are protected by New York State Law, Article 45, Section 4509. By law, Maxwell Memorial Library staff can discuss cardholder borrowing records with only the cardholder. This includes children. Parents and legal guardians may request information about a child's library record only if the child is present and consents to the release or if the child provides dated, written consent.

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