



## **Circulation of Materials Policy**

The purpose of this policy is to ensure maximum access to the information and materials in the collection of Maxwell Memorial Library.

### **Borrower Responsibilities**

Library cardholders are responsible for all materials borrowed on their card. Parents and guardians are responsible for materials borrowed on their children's cards.

Lost/stolen cards should be reported immediately to the library. Materials borrowed on an unreported lost/stolen card remain the responsibility of the cardholder.

Lost or damaged cards may be replaced at the library for no charge.

Cardholders must inform the library of changes in address, phone, or email.

### **Registration**

All borrowers must be registered and must have a valid Onondaga County Public Library (OCPL) library card to borrow library materials.

Patrons must fill out an application form at Maxwell Memorial Library to register for a library card. Identification is required at the time of registration. A state issued ID or student ID is preferred; however, any other official ID or recent non-personal piece of mail may be accepted. In the case of alternative ID or mail, a limit of three items may be checked out until the patron's address can be confirmed.

Applicants five years of age or older may register for a library card if a parent or legal guardian presents a photo ID or other address verification. Children aged 13 and over may follow the same procedure or may present their own name and address verification. If the child aged 13 or over 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.

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

Applications for those 13 and older may also be started online at <https://www.onlib.org/find/using-library/how-get-card>. When you register online, you will receive a temporary barcode number that you can use to request materials and do other operations online. To receive a permanent library card, patrons must visit the library in person with appropriate identification and verify your current address.

A valid OCPL card can be used at any public library in Onondaga County. Please visit <https://www.onlib.org/locations> for a list of locations.

## **Loan Periods**

Loan periods for library materials vary by collection and are based on material type, quantity, cost, and demand. Please note that loan periods differ from library to library. Check your receipt or online account for due dates.

Standard loan periods include:

- 3 weeks for books, audiobooks, and magazines
- 1 week for Rapid Read books
- 1 week for most DVDs and Blu-Rays; 3 weeks for most television series
- 3 days for Fast Flick media

The Director may establish the loan period for special collections, including Library of Things (board games, technology, cake pans, etc.), materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format.

## **Holds**

Patrons may request materials be set aside for them. When placing a hold, the patron may select the pickup library. Once the material is available, the patron will be notified via an automated phone call, email, or text. Patrons have seven days to pick up the materials.

## **Returns**

Unless part of a special collection subject to local restrictions, materials borrowed from any library in OCPL may be returned to any other library in Onondaga County. Materials from special collections and those obtained through Interlibrary Loan must be returned to the library it was checked out from.

## **Renewals**

Loan periods for most items may be renewed if there are no pending requests for the material from other patrons. Some new or high-demand materials may not allow for renewals. Renewals may be done in person, online, or by phone.

## **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 Central 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 Memorial Library cannot issue a refund or a credit.

*Overdue Items:* Overdue fines are not charged for most items. There may be overdue fines on items owned by other libraries. Please contact the owning library for their overdue fine policy.

*Interlibrary Loan:* Materials not available within the OCPL system may be requested from libraries outside the system. OCPL does not charge for this service, but there are several limitations on the number of items borrowed, what may be borrowed, and Interlibrary Loans are not part of OCPL's Fine Free Policy. Please speak with library staff for further details.

Cardholders who owe \$20.00 or more will have their borrowing privileges suspended. Maxwell Memorial 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.

Onondaga County Public Library System sends overdue notices on behalf of member libraries as a courtesy to OCPL patrons via automated phone call, email, or text. Patrons must select a preferred method of communication and keep their contact information current to receive notices.

Maxwell Memorial Library participates in the Materials Recovery Program administered by OCPL. All overdue library accounts in the amount of \$100.00 or more will be referred to Unique Management Systems, a materials recovery agency. A service charge of \$10.00 is applied to each account submitted for recovery.

### **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.

Approved October 25, 2021 by the Maxwell Memorial Library Board of Trustees.  
Amended: June 16, 2025