# Circulation Policy

Almond 20th Century Club Library

1. Cardholders

New York State residents, students of Alfred University and/or SUNY Alfred State are eligible to receive a free library card. Individuals who carry a current library card from a member library of the Southern Tier Library System may use the Almond 20th Century Club Library with their home library card.

In order to obtain a library card, applicants are required to complete and sign an application signifying their agreement to adhere to Almond 20th Century Club Library policies. Children must have their application co-signed by a parent or guardian.

a. Standard Adult Cards

   To acquire a Standard Adult Card, you must be 18+ years of age and provide proof of identity and proof of residency. There is no cost for a library card. For people with multiple addresses, you should provide both addresses and label them as primary and secondary.

b. Welcome Cards

   Anyone is welcome to use the library. If you are unable to provide proof of identity and proof of residency, you are able to get a Welcome Card. They are limited to 3 items checked out at one time. Welcome cards can be upgraded to regular cards at any point with proof of residency and proof of identity provided.

c. Organizational Cards

   Any Allegany County business or organization can receive a free library card once its director or president agrees to accept responsibility for charged materials.

d. Educator Cards

   Homeschooling families and Teachers who use the library to supplement their classrooms are eligible for an Educator Card. The Educator status is applied to an account of an individual rather than an organization. Educator Card accounts have an unlimited number of holds and check outs at one time. Educator Cards are limited to 1 per household.

e. Children's Library Cards

   Children are able to obtain a library card in their own name. The library and its staff do not regulate or monitor juvenile borrowing. Children's library cards will be treated with the same rules of confidentiality and privacy protection outlined in the Confidentiality of Library Records policy. The parent or guardian who co-signs the child's card application is financially responsible for any lost or damaged materials on the child's account.

Patrons are expected to present their library cards or an alternative form of identification whenever they borrow library materials. Exceptions may be made at the discretion of the library staff and director. The library is not responsible for library cards used by unauthorized persons. It is the responsibility of the user to maintain their library card.

2. Card Expiration and Renewal

Library cards expire every year and will be renewed upon verification of current information. An expired library card can be renewed over the phone or in person by verifying current address, phone number, and other account information. Inactive patron accounts may be purged from the library's systems and reapplication may be necessary.

3. Lost Cards

Lost cards can be replaced for free. Identification is required to obtain a new card.

4. Loan Periods, Renewals, Fines & Limits

While the following table is not exhaustive, patrons will find it useful because it covers the vast majority of items in the collection. The Almond 20th Century Club Library no longer assesses fines for overdue materials, with the exception of large kits and Library of Things items. See Library of Things policy for rules and limitations.

| ***Material*** | ***Loan Period*** | ***Renewals*** | ***Overdue fine*** | ***Limits*** |
|---|---|---|---|---|
| All books | 28 Days | 1 | | None |
| All DVDs | 7 Days | 1 | | 7 DVDs |
| Holiday & Rotating Collections | 14 Days | 1 | | None |
| Kits | 14 Days | 0 | $1.00/day | None |
| Inter Library Loans | Set by owning library | None | $1.00/day | None |
| Holds (within the STLS) | Set by the owning library | None | Set by the owning library | None |

5. Interlibrary Loan

If Interlibrary Loan program is available, books and articles may be obtained outside of the Southern Tier Library System through Interlibrary Loan. A patron seeking materials not available in the Southern Tier Library System must complete a form detailing as much information about an item as possible (i.e. author, title, date of publication, publisher, etc.). The majority of loans are free; however, if there are fees associated with an item, the patron can decide to pay the costs in order to borrow the item. Some requests may not be filled. Loan periods vary and are set by the lending library. Renewals are determined by the lending library and may be denied. Overdue fees for ILLs are $1.00/day.

6. Holds

Cardholders have access to the 48 member libraries of the Southern Tier Library System. Materials can be borrowed from these libraries. Loan periods, renewals, and fines are set by the owning library.

Items will only be held at the Almond 20th Century Club Library for one week, patrons will be notified via email. If the patron has not picked the item up by then, the hold will be removed and the item returned to the owning library, if no email is provided you will be called before hold is sent back.

7. Library of Things

Library cardholders age 18 years old or older, and with a library card in excellent standing ($0.00 in fines) can check out Library of Things items. Patrons must present photo identification and read, adhere to, and sign the Library of Things Lending Agreement.

8. Lost or Damaged Library Materials

Cardholder is financially responsible for any items checked out on their card and fines/fees associated with the items. The parent or guardian who signed their child's application will be responsible for any items checked out on that card. If materials are lost the cardholder will be billed for the cost of the item. If materials are returned damaged, the cardholder is billed for the cost of the item. Patrons can pay for any lost or damaged materials, regardless of the owning library, at the Almond 20th Century Club Library.

9. Suspension of Borrowing Privileges

Patrons owing more than $20.00 in fines will have their borrowing privileges suspended until the amount owed is reduced to under $20.00.

10. Overdue and Lost Material Billing Notifications

Patrons with email addresses on file will be emailed with overdue notifications 2 weeks after the due date and 4 weeks after the due date, you may also receive a notice in the mail reflecting the same messages as the emails. If materials are still not returned within 4 more weeks, they are assumed lost and a bill notice will be mailed to the patron. Patrons who return damaged items will be billed for the cost of the item.