



CIRCULATION POLICIES

The Sanborn-Pekin Free Library is a member of the Nioga Library System (NIOGA), a non-profit cooperative library system serving twenty-one public libraries in Niagara, Orleans and Genesee. The Library applies the same privileges, responsibilities, and fees to all NIOGA cardholders, no matter which NIOGA library originally issued their library card.

The Library maintains a Circulation Policy and applicable procedures to ensure that all patrons are provided with consistent and equitable services from Library staff members and that every patron has clear expectations of their rights as a Library cardholder.

LIBRARY CARDS

Anyone who is a resident or property owner in Niagara, Orleans or Genesee County (Nioga Library System) or is employed or attends school within Sanborn-Pekin Free Library's service area is eligible for a free library card.

Non-resident cards are also available for \$25.00. Special arrangements for borrower's card may be made for non-resident visitors. Inquire at the Circulation Desk.

A card issued at the Sanborn-Pekin Free Library may be used at any library in the NIOGA system. A list of the libraries can be found here: [NIOGA Member Libraries](#)

Library cardholders are only allowed one NIOGA member library card in their name. Upon application for a library card, the Library will verify that the applicant does not already have a card within the NIOGA system. If any patron is found to have multiple NIOGA accounts, those accounts will be merged. The Library will document any evidence used to verify the multiple accounts. If there are fines, items, and holds associated with one or more account, the issue will be directed to the Library Director for resolution.

There is an overall limit of forty (40) items checkout on your library card at a time.

Cardholders are responsible for the safekeeping and use of their card, including all items and fines charged to their account, unless the card has been reported lost or stolen. Lost cards should be reported to the Library immediately to avoid unnecessary charges.

The Library card must be renewed every two (2) years. When renewing a library card, a patron will be asked to provide their current address, phone number, and email address. If the information provided differs from what is currently on the account, the patron's electronic record will be updated.

The Library reserves the right to withdraw borrowing privileges from any patron providing the Library with false registration information or abusing borrowing privileges.

- ❖ **Adult Cards** - To apply for a card you must present proof of identity and residency. A driver's license can provide both.
 - Examples of the types of identification needed:
 - **Identity:** Photo ID such as a driver's license, government issued ID card, school ID
 - **Residency:** An item with your current address printed on it, such as a bill or letter sent to the home (dated within the past two months)

- ❖ **Youth Cards – age 5 - 17**
 - Children are eligible for their own cards beginning at age 5.
 - A parent or legal guardian must come into the library with the child and present two forms of identification (see examples above) issued in the adult's name.
 - The child must also be present.

The replacement cost of a lost or damaged card is \$0.50.

LOAN PERIODS and RENEWALS

The loan period is dependent on the type of material being borrowed. Most items may be renewed unless a hold has been placed on the item or the item's allotted number of renewals has been exhausted. Renewals are granted for the length of the item's loan period based on the calendar date on which the item is renewed. Renewals may be done in person, over the phone or online.

Material Type	Loan Period	Renewal
Books, Fiction: Adult	3 Weeks	2
Books, Fiction: Adult-NEW	2 Weeks	0
Books, Fiction: Young Adult	3 Weeks	2
Books, Fiction: Juvenile	3 Weeks	2
Books, Nonfiction: Adult	3 Weeks	2
Books, Nonfiction: Juvenile	3 Weeks	2
Audiobooks	3 Weeks	2
Magazines	3 Weeks	2
DVD: Adult	2 Weeks	2
DVD: Adult-NEW	1 Week	0
DVD: Juvenile	2 Weeks	2
DVD: Juvenile-NEW	1 Week	0

For additional policies governing DVD circulation, see the attachment "DVD GOVERNING RULES"

RETURNING ITEMS

When the Library is open, please return items to the Circulation Desk. After hours, use the book return at the edge of the parking lot. All Sanborn-Pekin Free Library materials may also be returned to any library in the NIOGA system.

OVERDUES and FINES

Overdue fines

- \$.05 a day per item, except for DVDs, with a maximum fine of \$1.00 per item.
- \$1.00 a day for DVDs, with a maximum fine of \$9.00.

Overdue notices are mailed or emailed as per the patron's preference.

Borrowing privileges are suspended when overdue fees exceed \$5.00.

Lost or damaged materials will be charged at the library's full replacement cost for the item. If a replacement is not available then the cataloged price will be used. Replacement of the item may be possible with permission of the Library Director. An item with the exact ISBN or corresponding nomenclature for media must be used for replacement. Lost items found within one year of payment will be refunded.

Fines may be reduced by the Library Director for extenuating circumstances.

INTERLIBRARY LOAN (HOLDS)

Library users may place a hold on circulating items within the NIOGA Library System not currently available at Sanborn-Pekin Free Library. Patrons may reserve these items in person, over the phone or online. Patrons may choose any of the 21 libraries as a pickup location. There is no fee associated with this service at the Sanborn-Pekin Free Library. Once the item arrives at the Library, the patron has one (1) week to pick up the item. The circulation policies of the item's owning library prevail.

If a book is not owned by NIOGA member library, an attempt can be made to locate the item through interlibrary loan outside of the system. The patron may place a request with the Sanborn-Pekin Free Library staff who will work with NIOGA Interlibrary Department to see if the request material can be secured for the patron. Neither entity can guarantee the procurement of the item.

A patron is blocked from placing holds and interlibrary loan requests if they have overdue materials or fines over \$5.00.

CONFIDENTIALITY OF LIBRARY RECORDS

Sanborn-Pekin Free Library complies with New York State law regarding the confidentiality of patron records. Access to borrower information is restricted to authorized staff and to the borrower and their authorized users, with appropriate identification. Under no circumstances will a library staff member discuss a borrower's record of loans, holds, or renewals with anyone other than the borrower or with other library staff members to the extent necessary for efficient and effective service to the public.

The Library's complete policy regarding the Confidentiality of Library Records is available upon request.