

CIRCULATION POLICY

ALBERT WISNER PUBLIC LIBRARY

Approved by the AWPL Board of Directors

Major Revision 7/15/2014

*A Library Card is the
Start of a LifeLong
Adventure.*

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Last Updated: 7/21/2015

**Albert Wisner Public Library
Circulation Policy
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Part I. REGISTRATION GUIDELINES

Residents of the Warwick Valley Central School District (WVCSD) are eligible to apply for a Ramapo Catskill Library System (RCLS) library card at the Albert Wisner Public Library (AWPL.)

The Ramapo Catskill Library System is the Library System serving libraries in Orange, Rockland, Sullivan and parts of Ulster Counties. The libraries belonging to RCLS use a common library card: the RCLS card which is issued at an individual's home library. A home library is identified as the library in the community in which the patron has permanent residency and pays library taxes either directly or through rent. The RCLS card can be used at any of the RCLS libraries. Patrons who own property at multiple locations in the area defined as the RCLS service area are eligible for only one RCLS card.

An application must be completed and proof of residency in the WVCSD must be presented for each person wishing to obtain an RCLS library card from the AWPL.

A. Library Cards for Minors Up to Age 16

Children who will turn 5 years old by 12/1 of the same year are eligible to receive a library card.

Cards are issued to minors, until he reaches 16 years of age, with the signature of a parent or legal guardian acknowledging responsibility for library materials checked out by the minor. The parent or legal guardian must present the same identification showing proof of residency in the WVCSD (see below) before a card can be issued to a minor.

The signature of a parent or guardian acknowledges responsibility for library materials checked out to a child. It is the policy of the Library not to act *in loco parentis* in keeping with the principles of equal access to information and materials for all patrons. Therefore the library will allow any user, including children, access to any type or class of materials and any information in the library.

B. Withdrawal of Parental Consent

If a parent or legal guardian does not wish their child to have access to particular materials, they will need to discuss these restrictions with the child in the context of their parent-child relationship.

If the parent wishes to withdraw his responsibility for their child's card, library staff will suspend the child's privileges so that no materials may be checked out to that card. The child's borrowing privileges may be reinstated at any time by the parent or legal guardian.

C. Library Cards for Adults 16 years and Older

1. A form of identification which contains a photograph of the applicant is required i.e. a current Driver's License showing the street address in the Warwick Valley Central School District, or a school identification card.
2. An applicant without a photo ID showing the street address must provide two (2) forms of written address verification.
3. If neither of the above options is feasible, the applicant may request that the library mail him a postcard. Upon receipt of the postcard, it may be brought to the library and will serve as address verification. Library materials may only be borrowed after the applicant has received the library card.

D. Confidentiality of Patron Records

New York State law protects the confidentiality of Library User's Records (CPLR 4509, New York Statutes, 1993). Patrons may ask for access to their own record; however, other individuals may not inspect another patron's record without either that patron's authorization or the order of a court of law.

Part II. LIBRARY CARDS

A. Albert Wisner Public Library (AWPL) Library Cards

An individual residing or owning property in the Warwick Valley School District is eligible for an Albert Wisner Public Library card. The card is good at all libraries in RCLS. Individuals may have only one RCLS library card no matter how many properties they own in the RCLS service area. The patron's home library is usually defined where they make their permanent residence.

B. Out-of-WVCSD Fee Library Cards

People who live outside of the Warwick Valley Central School District but in communities that support public library service may apply for an AWPL library card. An out-of-school district library card may be obtained upon payment of a yearly fee of \$150.00 per household. This fee serves in lieu of the taxes that an average household pays in support of the AWPL. Upon receipt of the necessary fee and completed application with proof of current address, the Library will issue a card for each member of the household residing at that address. Such library cards are good for one year from date of issue.

C. Minnisink Valley School District Residents

Residents from areas that do not pay any library tax for local library service (e.g. Minnisink Valley Central School District residents) are not eligible to purchase a library card in this way. Residents of the Minisink Valley School District have not been eligible to receive library cards from RCLS since January 2003. Residents of these towns who are concerned about this restriction should discuss their concerns with their Town Supervisors, who are responsible for deciding not to collect taxes in support of library service for their residents.

D. Temporary Cards

Temporary library cards may be issued to individuals who are residing in the Warwick Valley School District for a period of less than six (6) months. These individuals must supply address verification and pay a non-refundable fee of \$50.00 to the Library. At the end of the temporary residence the temporary library card will expire.

E. Replacement Cards

If an individual's library card is lost or damaged, the Library will replace the user's card for free. An individual can have only one RCLS library card at a time. A card which has been replaced is no longer valid and should be destroyed if later found.

F. Library Cards for Out of District Students in Schools in AWPL Library District

Students who live outside the RCLS service area, or in un-served areas (even including the Minisink Valley Central School District) but attend a school that is located in the WVCSD are entitled to a one year Warwick Only Card to be used to check out AWPL library material only, it does not give the user the right to check out library material from other RCLS libraries. Nor does this card entitle the student to participate in library programs. Cards are issued only to currently registered students and not other siblings or family members who do not meet this criterion. The parents or legal guardians of the student are responsible for providing verification of attendance at the school that is in the boundaries of AWPL's library district. The parents or legal guardians are responsible for all material checked out on a minor student's library card. The card is issued for one year and is set to expire on August 31 of the summer following the student's attendance at a school in the library district.

G. Library Cards for Chester Residents in the WVCSD

The limited number of residents of Chester who support two libraries are entitled to a "Warwick Only" card if their RCLS Library Card is issued by the Chester Library. The "Warwick Only" card will entitle that patron to all the privileges of a Warwick RCLS cardholder. These residents are free to choose to have their RCLS card issued by the Albert Wisner Public Library or the Chester library. They cannot, however, be issued two RCLS cards.

H. Institutional Library Cards

Library cards may be issued to agencies that serve groups of people; such as day care centers or nursing homes. Materials checked out on institutional cards are for use of the staff of these agencies in their capacity as an employee of the agency, not for individual use. The staff member who applies for an institutional card is responsible for all material checked out on the card.

I. Business Owner's Library Cards

Individuals who reside outside the school district but own a business or property in the district are eligible for an AWPL card. These individuals must use the business address as their home address and must provide proof of business address and current identification that names them as the business owner.

J. AWPL Teacher Cards

An Albert Wisner Public Library (AWPL) Teacher Card makes it easier for teachers from public and private schools in our library district to check out materials from the AWPL library for use in their classrooms.

Features of the AWPL Library Card include:

- No fees for late returns. Replacement costs will be charged for material not returned.
- Borrow up to 49 items except for • New DVDs, Video Games, Storytime Totes and Express and New Adult Fiction
- Renew material online or by phone.
- Teacher cards stay at the Library at Children's Desk for preschool through 5th grade, and at the Help Desk for 6th grade through 12th grade.
- Teacher cards are good for one year.

To be eligible for an AWPL Teacher Card, teachers must

- Present some verification of employment as a teacher at a public or private school in the Albert Wisner Public Library District. (The same geographic boundaries as the Warwick Valley Central School District.) AND your personal RCLS library card.
- have a valid and in good standing personal RCLS Library Card. If you live outside the RCLS district, we will issue you a free personal card for use only at the Albert Wisner Public Library. This card will expire with your teacher card at the end of the school year but can be renewed with your teacher card at the start of the next school year.

Part III. LOAN AND RENEWAL RULES

Patrons are responsible for materials checked out on their library cards whether the card is used by the owner of the card or anyone else. For this reason, patrons should carefully consider allowing others to use their library card and report the card lost as soon as they notice it is missing.

Patrons are limited to fifty (50) library items checked out on their library card at a time. Any materials borrowed from the library are subject to a due date and the patron is expected to respect that date. Library materials are due by the close of business on their due date; a late fee will be imposed if materials are returned to the library after the close of business on the due date. A slip with the title and due date for each item is available at checkout.

The patron must have the library card when checking out or renewing library materials either in the Library or by telephone.

A. Reference Materials

Reference materials are materials that are in such high demand or of such high value that they may not be borrowed from the library. Both the adult and the juvenile departments of the library have reference collections. If necessary, a customer may make duplicate copies of the pages of reference materials at a cost of \$0.15 per page. One copy of each page may be made in accordance with copyright law. These copies may not be sold nor used for monetary gain.

B. Loan Period for Materials Borrowed from Other Libraries

The lending library determines the date an item is due, and if it is available for holds or renewals.

C. Loan Period for all AWPL Library Materials

Adult Material:

DVDs: 1 week, holds, renewals
Express: 3 days, no holds, no renewals
New: 3 days; local holds, no renewals
Instructional: 4 weeks, holds, renewals
Video Games: 1 week; local holds, no renewals
Music CD's 2 weeks; holds, renewals
Express Books, 2 weeks, no holds, no renewals
New Books/New Books on CD; 2 weeks; local holds, renewals
Adult E-readers: 2 weeks, local holds, renewals
Adult DIY Kits; 4 weeks, holds and renewals
Museum Passes; 3 days, no holds, no renewals
Adult Periodicals; back issues, 2 weeks, holds, renewals

Juvenile Material:

All Children's Items except DVDs, Kindles and Story time Totes; 4 weeks, holds, renewals

DVDs; 1 week, holds, renewals
Story time Totes; 2 weeks; no holds, no renewals, 1 per AWPL card
Kindles; 2 weeks, local holds, renewals

D. Renewals

All items available for renewals (except Express Books, Express/New DVDs, Video Games and Museum Passes) may be renewed up to two (2) times unless they are on hold for another patron or the lending library will not renew the item. Renewals can be made online, by phone or in person.

Patrons have 24 hour access to their account information and may be able to renew material online if the item is not requested by another patron or has not been made available for renewals by the lending library. Once an item is due, it is no longer available for renewal online. The patron must call the library or come to the library to see if the item is available for renewal.

Part IV. RESERVES AND INTER-LIBRARY LOANS

A. Reserves

A patron may reserve any material with the exception of Express Books, Express DVDs and reference material if it is currently unavailable at the AWPL or the item is available from another library within RCLS. When the material becomes available, the patron will be notified by e-mail, text or telephone. Materials reserved in this fashion will be held for four days from notification. Material belonging to other libraries and not picked up by this date will be returned to the lending library. If the material requested is no longer available, the patron will be notified by e-mail, text or telephone.

If a patron would like to expedite the process of borrowing an item from another RCLS library, they are encouraged to go directly to the library and check out the item with their RCLS library card. If requested, AWPL staff will place a call to the library to verify that the item is available and ask if it is possible for that library to hold the item for the patron to come and pick up.

B. Inter-Library Loans

Material that is not available from RCLS libraries may be requested from another library through the inter-library loan process. This inter-library loan process may take a period of one (1) to six (6) weeks to complete.

Part V. PHOTOCOPY/FAX SERVICE

The library has a self serve, coin-operated photocopy machine available for public use. There is a charge of \$0.15 per printed page for black and white and \$0.25 for each page in color.

The library also has fax service. Library staff will fax material for a fee of \$1.00 per page effective 1/1/2015. A free cover sheet is provided if needed. The library does not receive faxes or send them overseas.

Part VI. FINES AND FEES FOR OVERDUE AND LOST MATERIAL

Materials are loaned by the library with the understanding that the borrower will return them in the same condition and by the due date established by the library. Library materials are due by the close of business on their due date. An outdoor book return is provided 24 hours a day in the library's parking lot. If materials are returned later than the due date, overdue fines are charged to the patron. Fines and other outstanding charges are brought to the patron's attention at the checkout desk. Patrons are notified of overdue items by telephone, or email. Final notices are sent by U.S. postal mail.

Overdue fines accrue daily and have maximums depending on material type.

Fines charged on AWPL material are:

DVDs and Video Games: \$1.00 per day - maximum of \$10.00 per item.

Museum Passes: \$10 per day – no maximum.
All other Items: \$0.20 per day - maximum of \$5.00 per item.

Overdue fines charged on material borrowed from other libraries are set by the lending Library.

Part VII. SUSPENSION OF PRIVILEGES

The library will suspend a patron's borrowing privileges when their account reaches \$10.00 in fines/fees. A patron's record will be cleared and privileges reinstated upon return of the item and payment of overdue fees or upon payment for the replacement of the lost item. If an item is found within six (6) months of receipt of payment and returned to the library in good condition, a refund may be possible. After six (6) months the replacement cost paid will not be refunded and the patron is entitled to keep the item since it has been paid for.

Part VIII. LOST AND DAMAGED ITEMS

Materials which are grossly overdue and for which multiple notifications have been sent are considered lost and the patron will be responsible for paying the replacement cost of the item. Materials that have been damaged to the extent that they must be withdrawn from the collection will be charged to the patron's account. The library will consider exact replacement (same quality) of the item rather than payment; this request must be approved by the Library Director.

APPENDIX I

CONFIDENTIALITY LAW: New York State Law protects the confidentiality of Library users' records.

#4509. Library Records

Library records which contain names or other personally identifying details regarding the users of public, free association, school, college or university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of materials, title reserve requests, or the use of audiovisual materials, films, records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user pursuant to subpoena, court order or where otherwise required by statute.

Reprinted from:

Vol. 41: Civil Practice Law and Rules. Lawyers Cooperative Publishing, 1993. New York Consolidated Laws

Service, Cumulative Supplement. Issued December, 1993.

APPENDIX II

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948
Amended February 2, 1961, June 27, 1967 and January 23, 1980
By the ALA Council

APPENDIX III

FREE ACCESS TO LIBRARIES FOR MINORS

Library policies and procedures which effectively deny minors equal access to all library resources available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article 5 of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background or views." The "right to use a library" includes free access to and unrestricted use of all services, materials and facilities the library has to offer. Every restriction on access to and use of library resources, based solely on the chronological age, education level or legal emancipation of users violates article 5.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials and facilities which fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user and resources appropriate meet those needs and interests must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual based on a single criterion such as chronological age, level of education or legal emancipation.

The selection and development of library resources should not be diluted because of minors having the same access to library resources as adult users. Institutional self-censorship diminishes the credibility of the library in the community and restricts access for all library users.

Librarians and governing bodies should not resort to age restrictions on access to library resources in an effort to avoid actual or anticipated objections from parents or anyone else. The mission, goals and objectives of libraries do not authorize librarians or governing bodies to assume, abrogate or overrule the rights and responsibilities of parents or legal guardians. Librarians and governing bodies should maintain that parents -- and only parents -- have the right and responsibility to restrict the access of their children -- and only their children -- to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between the parent and the child. Librarians and governing bodies have a public and professional obligation to provide equal access to all libraries resources for all library users.

Librarians have a professional commitment to ensure that all members of the community they serve have free and equal access to the entire range of library resources regardless of content, approach, format or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Adopted by the ALA June 30, 1972
Amended July 1, 1981; July 3, 1991 by the ALA Council