

# **Ossining Public Library Circulation Policy**

The Board of Trustees of the Ossining Public Library encourages the use and borrowing of the library's print and non-print materials. The library seeks to have as few restrictions on the flow of information as possible while protecting its resources. In order to provide an adequate selection and equal access to materials, the Library charges overdue fines and sets limits on the length of loan periods, renewals and reserves.

The library does not maintain records of what individuals have borrowed and returned in the past, except when overdue fines have not been paid or materials have not been returned. The library will not disclose a borrower's personal information to others unless required to do so by law.

## **Borrowing Privileges**

Adults and children who live in the Ossining Union Free School District are eligible for a free library card. Adults and children who live outside Westchester County and who work, attend school, or own property in Ossining are eligible for a free library card. The card will be honored at all Westchester County public libraries. Appropriate personal identification is required with proof of name and street address of residence. Those who reside outside Westchester County must provide proof of school attendance, place of work, or ownership of property in Ossining as well the street address of residence. A parent's or guardian's identification is required for children under 12 or in grade 6 and under. Users are responsible for notifying the library of subsequent address, phone number, e-mail or name change.

The borrowing privileges of a library card holder in good standing are limited only by the restrictions upon specific kinds of circulating materials. Restrictions may include, but are not limited to, type of material, number of books on a particular subject and total number of items that may be borrowed at any time.

Library users are responsible for the library materials checked out on their cards and for overdue fines and charges incurred for lost or damaged materials. If a library card is lost or stolen, the user must notify the library immediately. The library charges a fee to replace a lost library card.

To ensure confidentiality and expedite service, library users must present a library card in order to borrow materials. Should the library user not have his or her library card, the library will require valid photo ID with name and address for identification.

## **Renewals**

Material may be renewed in person, online and by phone. Material may be renewed for one additional circulation period. An item may not be renewed when it is on reserve for another library user. There is no limit on the number of items that may be renewed.

See attached Materials Lending Schedule for details.

### **Reserves**

Requests for material owned by the Ossining Public Library and other libraries within the Westchester Library System may be placed in person, online, or by phone. Regular circulating material other than Speed Reads, Express DVDs and magazines may be reserved. Library users are notified by telephone, e-mail or U.S. Postal Service when reserved material becomes available. Items are held for 7 days after notice is sent.

### **Interlibrary Loan**

Requests for the interlibrary loan of print materials owned by libraries outside the Westchester System Library are accepted at the Reference Desk. Library users are notified by telephone, e-mail or U.S. Postal Service when materials become available. Items are held for 7 days after notice is sent. Borrowing rules are set by the Westchester Library System and may vary.

### **Overdue Fines**

See attached Materials Lending Schedule.

### **Lost or Damaged Material**

The Library charges full replacement cost for materials which are lost or damaged so badly that they can no longer be used. Patrons have the option of replacing the lost or damaged material with an item in good condition that duplicates the content and format of the lost or damaged copy, but must do so within 30 days of receiving the bill. If lost material is returned within 30 days of payment or replacement, the patron will receive a refund, less the fine. If the replacement cost cannot be easily determined, the library will use default prices as determined by the Westchester Library System.

### **Suspension of Borrowing Privileges**

The Library may deny borrowing privileges to library users who accumulate overdue fines or fail to return lost material with cumulative replacement costs exceeding \$50.00. If a patron account has fines, fees, and/or replacement costs in excess of \$30.00, the Library reserves the right to use the services of an outside agency to collect the monies owed and/or the materials. In such an event, the Library may include an additional fee to the patron account for the cost of hiring the outside agency. Borrowing privileges will be reinstated upon restitution.

Adopted May 20, 2009 by the Ossining Public Library Board of Trustees  
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