



PO Box 188
1459 County Route 351
Rensselaerville, NY 12147

Policy Name:	Circulation Policy
Domain:	[Internal / Board]
Applies to:	Library Trustees, Staff and Public
Policy Location:	online
Date Approved:	July 2001
Date(s) of Revisions:	February 2003, March 2019
Legal or Other References:	
Notes:	

This policy provides guidance on circulation activities. An abbreviated brochure of this information is provided to all new card holders.

Who May Have a Rensselaerville Library Card?

All community members who reside within the Town of Rensselaerville or the Greenville Central School District will receive a Rensselaerville Library card that may be used at any UHLS library. Community members who reside outside of the Town but are in the Middleburgh or Cairo Durham School Districts will receive a Rensselaerville Library Card but this card may only be used at the Rensselaerville Library. Children age 5-17 may receive a Hilltown Libraries My Card. This card does not require a parent or guardian signature and allows children to check out three books and J and YA DVDs and audiobooks. These cards can be used at most libraries but check with the circulation staff first. There are no fines on these cards.

Account Information

In accordance with New York State confidentiality laws and professional guidelines of the American Library Association, the Library will not divulge what materials users have checked out. Parents who wish to monitor what their children check out are strongly encouraged to accompany them to the Library. However, if the child is 14 or younger and the cards are linked with the parent/guardian Library staff may inform the parents/guardians of items as they are the responsible party.

Who may borrow books from Rensselaerville Library?

Anyone with a library card issued from any UHLS Library card may borrow items at Rensselaerville Library.

Identification for receiving a Library Card

The Rensselaerville Library accepts a driver's license or utility bill with local address.

Expiration of Library Cards

All library cards expire three years from the date of issue. Renewable upon verification of address, phone and email.

Lost Cards

A replacement card will be issued upon request for \$1.00.

Borrower Responsibility

The borrower is responsible for loss or damage to any borrowed materials. Items lost or damaged beyond repair will be replaced at the cost indicated in the item record.

Failure to pay for or replace lost or damaged library materials will result in loss of library borrowing privileges. Parents/Guardians are responsible for items lost or damaged by children. Children 15 and older are responsible for their outstanding, lost or damaged items.

Circulation periods for a Rensselaerville Library Card

The standard circulation period is four weeks, with two renewals if not requested by another patron, with a maximum of 200 items checked out to any one borrower.

Exceptions:

- New Fiction Books: two weeks and renewable
- New Movies: three days and renewable
- Museum Passes: one week, renewable if not requested
- Movies: one week, renewable if not requested.
- Fishing Poles: one week, renewable if not requested
- Magazines: one week, renewable

Materials that do not circulate

Reference items may be used within the Library.

Archived materials located in the archive collection do not circulate due to the age and condition of the items, but we would be more than happy to make arrangements with patrons to view the item under staff supervision.

Requested Items

Patrons receive notification by phone or email that a requested item is ready to be picked up. The patron chooses the option of notification (phone or email - preferred) at registration and may choose to change the option at any time. If you would like to receive text messages you may set this up by logging into your account online and Library staff can provide assistance. Patrons must give Library staff verbal notice that family members or friends are allowed to pick up items for them. A note will be placed in the patron's account to alert staff of the approval.

Often a particular book is not available through UHLS. In this case a patron may request that Library staff search for the title using Inter Library Loan outside of the system. This is only available for books that are older than six months. These requests can take two to four weeks to process and will not have the same loan periods as items found in the UHLS collection. Not abiding by the specific loan period can prevent a patron from requesting future items as this may ruin the service for others.

Returning Materials

Materials may be returned in person or placed in the book or video drop at any library in the UHLS. If items are too large or items like fishing poles that will not fit in the Rensselaerville Library drop box may be placed inside the apartment entrance in front of the Library door on the left side. All electronic devices must be returned in person when the Library is open. Fishing poles and electronic items checked out at Rensselaerville cannot be returned to another library.

Fines

The Rensselaerville Library is fine free. This means there is no standard late fee or fine for library materials at the Rensselaerville Library. This may not be the policy at other libraries in the UHLS and when a Rensselaerville Library Card holder uses their card at another Library in the System they are subject to that Library's fine rules.

Lost or Damaged Items

Replacement cost is charged for all lost or irreparably damaged materials. Resources often become damaged from normal wear and tear. We routinely manage the collection and appreciate feedback when an item is damaged or not working properly.

New items will be listed as "lost" at 7 days. Old items will be listed as "lost" at 14 days. Patrons will have holds placed on their cards and will not be able to borrow items until these lost items are returned.

Authorizing Signatures

Chairman, Board of Trustees Linda Styr Date 3/29/19

Director Kimberly Graff Zimmer Date 3/19/19

Additional Notes: