



CIRCULATION AND INTERLIBRARY LOAN POLICY

The following are rules and regulations of the Norwood Public Library effective April 2015 as adopted by the Board of Trustees of the Norwood Public Library (hereinafter “The Library”).

I. Patrons

- a. New patrons may obtain a library card by presenting identification with a picture (preferably a Driver’s License) which has the individual’s current address. If the address information on the picture ID is not current, another form of identification must be presented which verifies the individual’s current address (e.g., a piece of mail or bill). Individuals who do not possess a valid picture ID must present two documents that verify current address.
- b. A patron assumes full responsibility for all use made of his or her library card. By receiving a library card, the patron agrees to comply with all library rules and regulations, and to be responsible for any loss or damage to materials. A patron is not permitted to use another person’s library card, however, a parent or guardian may elect to use one registration card per household with a Privacy Waiver.
 - i. The Library offers a Patron Library Card Privacy Waiver option which allows the patron to permit persons other than themselves to conduct library transactions on their behalf.
- c. The parent or guardian is required to attain a library card for any child under the age of fourteen (14). In this case, parents or guardians serve as identification for children under 14 and takes responsibility for card.
- d. Library cards are valid for 1 year from the date of the original application.

II. Length of Loan/Item Number Limits for Materials

The Library offers the following types of materials for lending for the stated length of loan period and limits the number of each type of material as listed below. **The total item lending limit is 20.**

Loan periods

Wifi Hotspots

Limits per item type

28 day loan

Adult, juvenile & audio books

Adult & juvenile books/objects

10

Board Games & Educational Kits

New books

5

14 day loan

New books, cd’s & magazines

Audio books

5

Music on CD

5

7 day loan

DVDs

Magazines

5

DVDs

5

III. Reserves/Holds

- a. Circulation books and materials may be reserved through the online catalog or at the circulation desk.
- b. Patrons will be notified by telephone or email when the material becomes available. Material will be held for 7 days after the patron has been notified.
- c. There is a limit of 5 holds per card.

IV. Interlibrary Loan

An interlibrary loan request is defined as a request for library materials made on behalf of a library patron through the NCLS, DueNorth, or OCLC systems.

- i. The interlibrary loan service supports the mission of the library by providing expanded access to library materials and information. The purpose of interlibrary loan is to obtain materials not available in the library. Materials may be requested through the online catalog system or at the circulation desk. Materials borrowed through interlibrary loan from other libraries are subject to the policies of those libraries.
- ii. The Library affirms that interlibrary loan is an adjunct to, not a substitute for, the library's collection. In meeting patron needs, the library will exhaust local resources first, before requesting items on interlibrary loan.
- iii. The Library reserves the right to withhold certain materials from circulation. These include, but are not limited to: new, fragile and high popular demand items.

a. Patron Status

- i. Patrons must have a library card in good standing to use library services including computers and interlibrary loan. A patron status of "Blocked" will deny these services.
- ii. Interlibrary loan requests will not be processed for patrons with overdue interlibrary loan materials.

d. Borrowing Rules

- i. Materials will be available for pickup for 7 days after they are processed. If an item was not picked up, it will be returned to the lending library.
- ii. Interlibrary loan materials are checked out for 28 days, unless specified otherwise by lending library.
- iii. Interlibrary loan materials may be renewed twice only if the lending library permits renewals.

e. Charges

- i. The Library does not charge fees for the interlibrary loan service.
- ii. The Library is responsible for the shipping charges incurred in the transfer of loans.
- iii. The Library always attempts to borrow from libraries who lend free of charge. However, if an item is only available from a library which charges a fee for loans, the item will be requested only if the patron agrees to pay the fee.

- iv. The patron is responsible for overdue fees, repair or replacement costs. The Library will make an effort to collect any such charges from the patron who received the materials.

V. Return/Renewals

- a. The Library provides a book drop by the library entrance for after hours returns of books. Items deposited into book drop after library closes for the day will be returned the following open day.
- b. All other items, including DVDs, compact discs, and audio books must be returned inside the library during regular hours of operation. Please do not drop these materials in the book drop.
- c. One renewal may be granted if there are no holds on the material.
- d. Materials may be renewed at the circulation desk, over the phone or online for basic renewals.
(Please Note: for an online renewal click on the Online Catalog button near the top of the library's homepage, www.norwoodnylibrary.org)
- e. Library materials may be returned to any library in the North Country Library System, which includes all public libraries in St. Lawrence, Jefferson, Lewis and Oswego counties.

VI. Overdue Materials/Fines

- a. Loss of borrowing privileges will occur if patron reaches the maximum number of 5 overdue items.
- b. A patron will have borrowing privileges suspended until he/she returns outstanding, overdue materials. Through an agreement with the North Country Library System libraries, the same revocation of borrowing privileges exists if it is known that the patron has overdue materials in other libraries.

VII. Notices for Unreturned Overdue Materials

Patrons with overdue material will receive a first overdue notice via a telephone call, mail or e-mail after 7 days. A second overdue notice via telephone call, mail or e-mail is transmitted after 30 days. A final overdue notice is sent by mail after 45 days.

VIII. Damaged Materials

- a. If a book or other material is damaged or lost, the borrower is required to pay the billed amount. Lost magazines require a payment of the cost of the individual issue.
- b. Borrowing privileges are revoked until payment for the lost or damaged item is received.

IX. Confidentiality

- a. Library records that are deemed confidential are covered by New York State Law signed on June 13, 1988 (I CPLR 4509).
- b. These records are related to the circulation of library materials that contain names or other personally identifying details regarding the users of public, free association, school, college and 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, or the use of audio-visual materials, films or records.** These records shall be confidential and shall not be disclosed except that such records

may be disclosed upon the request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

- c. The Norwood Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

X. Library Closings

The Library will be closed on the following days: New Year's Day, Memorial Day, Juneteenth Independence Day, Labor Day, Thanksgiving Day and Christmas Day.