

CIRCULATION POLICIES

Policy Approved: 11.10.2021

Review Date: 2024

Circulation policies must balance the needs of the individual with the overall needs of the community of library users. Our goal is to offer friendly, accommodating service of the highest quality and staff is encouraged to be creative and resourceful in making decisions that will result in a positive outcome for library users.

Responsibilities

Borrowers are responsible for all materials borrowed on their cards. Parents and guardians of minors are responsible for materials borrowed on their children's cards. Change of address or lost/stolen cards must be reported immediately to the library. Materials borrowed on an unreported lost/stolen card are the responsibility of the cardholder.

Loan Periods

Loan periods vary depending upon the type of material checked out. Onondaga County Public Library sends overdue notices at 7, 14, and 21 days past due and a billing notice after 30 days.

Renewals

Most items can be renewed twice if there are no other requests. Some special materials or collections may offer limited renewals, or no renewals at all.

Fines/Charges

Liverpool Public Library does not charge late fees for any overdue circulating materials except for items in the Library of Things collection.

Items are due on their due date.

Special materials, including the Library of Things, have a daily late fee of \$5.00 and a maximum late fee of twenty-five dollars (\$25.00). These items have one 'grace' day for which no fine is assessed.

Borrowers will be charged for long overdue, lost, or damaged items. A borrower can pay for fees with cash, check, or credit card.

Cards of adult borrowers who owe more than \$50, or who have long- overdue materials are not valid until charges are paid or materials returned.

Cards of child borrowers who owe more than \$50, or who have long- overdue materials are not valid until charges are paid or materials returned.

Liverpool Public Library will participate in the Materials Recovery Agency program administered by Onondaga County Public Library.

All overdue library accounts in the amount of \$100 or more will be referred to a collection agency. A service charge of \$10 is applied to each account submitted for collection.

Limits

The total number of Liverpool Public Library items that can be on a library card at one time is fifty (50).

Other limits may be imposed as needed, such as for holiday books, or other popular items.

Confidentiality

Information on the status of any adult card is available upon request to the cardholder only. New York State confidentiality law prevents us from disclosing information concerning a child's library card without the child's permission.