

Circulation Policy Users must have a library card and present it to check out materials.

New patrons must complete a registration form and provide identification.

Primary identification to be used is identification with a picture (preferably a Drivers 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 (ie, a piece of non-personal mail). Individuals who do not possess a valid picture ID must present two documents that verify current address.

A new patron will maintain new patron status for a period of three months. During that time he/she will be allowed to have a total of two items checked out, to accrue a \$2 overdue limit and be allowed to place holds on two items.

Patrons must be in good standing to check out materials from the Reading Room Association of Gouverneur, with fines of less than \$5.00.

Loan Policy Books, magazines, newspapers, and puzzles, will circulate for a 28 day period. These materials may be renewed once if there are no holds on them.

Borrowing by adults of audiobooks will be limited to a maximum of six items. The loan period for audiobooks is fourteen days. One renewal is allowed if there are no holds on an item. Circulation of music compact disks will be for a period of seven days with one renewal allowed if there are no holds.

DVD loan period is for seven days. The current issue of a periodical or newspaper does not circulate. Back issues of magazines may circulate. Reference material does not circulate.