

Gouverneur Public Library (Reading Room Association of Gouverneur) Circulation and Loan Policy

Revised and Approved: April 14, 2022

Circulation Policy

- I.** All users must have a library card and present it to check out materials. Patrons must be in good standing to check out materials. (Charges for lost or damaged materials or owing charges for copies or faxes should not exceed \$5.00 to be in good standing.)
- II.** The holder of a library card is responsible for all use made on the card. Change of address or a lost or stolen card should be reported to the library immediately. Materials borrowed on an unreported lost or stolen card remain the responsibility of the cardholder.
- III.** Library cards will be issued to anyone five years old or older after identity verification and completion of a registration card.
- IV.** Anyone under 14 years of age must have their registration card co-signed by a parent or legal guardian. The parent or legal guardian must present identification as outlined in this policy if they do not have a library card on record. The co-signatory is responsible for all use made of the card.
- V.**
 - a.** Individuals requesting a library card must live or own property within Jefferson, Lewis, St. Lawrence, or Oswego counties.
 - b.** Primary identification to be used is 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 or existent, then another form of identification must be presented which verifies the individual's address.
 - c.** Individuals who do not possess a valid picture ID must present two documents (paper or digital) that verify their current address.
- VI.** A new patron will maintain new patron status for a three-month period. During that time, new patrons will be allowed to have a total of two items checked out, accrue a two-dollar overdue limit, and be allowed to place holds on two items.
- VII.** There is an overall limit of twenty items per library card to be checked out at one time.
- VIII.** Expiration dates for library cards will be one year. Cards will need to be renewed annually. Renewals will require only a confirmation of contact information.
- IX.** Patrons may put charges for copies and/or faxing services on their library card. The copying of library materials will be free of charge for up to ten copies. Non-library material copies are twenty-five cents per copy for black and white and fifty cents per copy for color. Faxing services are two dollars for the first page and one dollar for each additional page. If required, cover sheets are provided at no charge.

Loan Policy

- I.** Books (adult, young adult, large print, and juvenile), audiobooks, music-cd, and magazines will circulate for a twenty-eight day period.
- II.** DVDs will circulate for a seven-day period.
- III.** Objects, which include snowshoes, fishing poles, and tackle boxes will circulate for three days.
- IV.** As long as there are no holds on the items, patrons may request renewals of the loan periods on library materials at the Circulation desk, over the phone by calling 315-287-0191, or online at www.ncls.org. Materials classified as high demand may not be renewed. All other materials may be renewed up to two times.
- V.** Patrons may request a hold for any materials the library system circulates. Requests may be made in person, over the phone, or the online catalog. Patrons will be notified by phone or email when the materials become available. Materials will be held for the patron seven days from when the item is placed on the hold shelf. Patrons are allowed to have a maximum of ten holds.
- VI.** We are a FINE FREE library. That means patrons will not accrue fees for overdue items. Patrons will still accrue fines for items that are lost or destroyed or fines for items borrowed from libraries that still charge late fees. Having overdue items will limit a patron's borrowing ability by preventing new holds and checkouts. Call the library to resolve any account issues.
- VII.** Patrons will be billed the cost for lost or damaged materials as stated in the NCLS card catalog system. Damaged materials must be returned to the library. A receipt will be issued for all money collected. The borrower may keep the damaged item on a case-by-case basis as decided by the owning library's director. Continued use of library materials is at the discretion of the Library Manager.