

# SKFL Circulation Policy

Approved 4/18/23

## Library Cards

### *Eligibility*

- a. All permanent residents (ages 5 and older) in the primary counties of the Mid York Library System (Herkimer, Madison, and Oneida counties) are eligible for a library card at Sherrill-Kenwood Free Library (SKFL).
- b. As a courtesy, some individuals who live outside the three county Mid-York System area may be issued a card. Individuals must have a library card from a public library which is a member of a NYS public library system and identification showing current name and address. Exceptions may be granted at the discretion of the Library Director on an individual basis.
- c. Those without current library cards and ID from a NYS system are welcome to use the library's resources in-house.

### *Getting a card*

- a. Library cards are free of charge. Though a library card application may be started online at [midyork.org](http://midyork.org), registration must be completed in-person at Sherrill-Kenwood Free Library.
- b. Card registrants should provide proper identification while completing their library registration. Proper identification includes valid photo identification and proof of address.
- c. Children may receive a library card when they are five years old. A parent or legal guardian must also register for a child's card if they are under the age of 10, and is responsible for any fines or fees incurred on the child's card.

### *Usage*

- a. Valid library cards can be used at any public library in the Mid York Library System.
- b. Borrowers are responsible for all materials borrowed on their card.
- c. SKFL should be notified of lost or stolen cards, and changes of address and contact information.
- d. Lost, stolen or damaged cards may be replaced at the library for no charge.
- e. Library cards will expire three years from the original issuance date. Expired cards will be extended following a staff confirmation check of the user's current address and contact information.

## Loan Policies

### *Loan Periods*

Standard loan periods include:

- Three days for new DVDs (DVDs that are no more than four months old)
- Seven days for DVDs and periodicals
- 14 days for DVD sets of three or more discs and new books (books that are no more than four months old)
- 21 days for books, audiobooks, and items lendred via InterLibrary Loan

### *Returns*

Unless part of a special collection subject to local restrictions, materials borrowed from any library in the Mid York Library System may be returned to any other library in the Mid York Library system.

### *Renewals*

Items may be renewed twice with the following restrictions:

- New DVDs may be renewed once
- Items that have been placed on hold by another patron cannot be renewed
- Special collection items may have renewal restrictions

### *Fines*

- a. SKFL does not charge overdue fees except for items in our special collections (see below). Special collections overdue fines are assessed at \$1.00 a day with a maximum of \$10.00.
- b. Patrons may incur overdue fines on items owned by other libraries that are checked out at SKFL. Please contact the owning library for their overdue fines policy.
- c. Items are considered lost after 30 days overdue. Borrowers will be charged for lost or damaged library items. A replacement charge for lost items will be posted to the patron's account once an item is 30 days overdue. The replacement charge will be removed from the account once the item has been returned.
- d. SKFL cannot waive replacement charges on items owned by other libraries. Please contact the owning library regarding lost or damaged items.
- e. Patrons with \$30 of outstanding fines/fees on their account may have library privileges suspended until items are returned or the balance is paid, unless otherwise determined by the Library Director.
- f. SKFL contacts patrons about overdue items via email and phone at the 2 week mark and sends overdue notices by mail for any item over 30 days.

### *Special Collections*

The circulation policies in this document may not apply to special collections such as park passes, equipment, devices, Grab 'n' Go bins, and other items. Special collections may have their own circulation policies, may incur fines, and may have limits on loan periods and renewals. Special collection items must be picked up and returned at SKFL.

### *Borrowing Limits*

Patrons may not exceed more than fifty library items on a library card at one time. Other limits may be imposed as needed for special collections and popular items.

### *Borrowing From Other Libraries*

Library cardholders may reserve items from other libraries in the Mid York Library System for pickup at SKFL. Patrons will be informed when a reserved item is available for pick up. These items will be held behind the Circulation Desk for one week. If an item has not been claimed after one week, the held item will be returned.

Items that are unavailable in the Mid York Library System can be requested as an InterLibrary Loan (ILL). SKFL staff will work to make a copy of the requested item available to the patron by placing an out-of-system ILL request. A cardholder should have no more than three concurrent ILL requests at a given time. ILL requests are filled free of charge. ILL borrowers are subject to the loan terms established by the lending library, and are responsible for any fines incurred for late or damaged returns.

## **Circulation Desk Services**

Other than the public printer, all photocopying, faxing, and scanning equipment should be used by library staff only.

### *Photocopying*

- a. All materials in the Library may be photocopied, provided this is done in strict adherence to Federal and New York State Copyright Laws.
- b. A charge of \$.25 will be levied on each page side copied in black ink. A charge of \$.50 will be levied on each page side copied in color ink.
- c. For materials marked as “non-circulating,” three (3) copies will be made au gratis. If more than three copied pages of a non-circulating item are required, the regular fee of \$.25 per page will be charged.

### *Faxing*

- a. A charge of \$1.00 per page will be levied on each page either sent or received by fax. Cover pages will be sent/received free of charge.

### *Scanning*

- a. Printed documents can be digitally scanned to a USB or to a patron’s email address at no charge.