

Canajoharie Library

Circulation Policies

Table of Contents

CIR-1	Library Card Policy
CIR-2	Loan Periods and Loan Limits
CIR-3	Lending, Borrowing, and Renewals
CIR-4	Lost or Damaged Materials
CIR-5	Fines and Fees

Library Card Policy

Qualifications

The Canajoharie Library shall maintain free library service to anyone who resides in, or who owns, rents, or leases property within the Mohawk Valley Library System (MVLS). Any qualified person who agrees to comply with all the rules and regulations, to pay all fines, to make good any loss or injury to library materials, and to give immediate notice of any change of address, shall be entitled to library privileges.

Once you have obtained your library card you may use it at any Mohawk Valley Library System library in Fulton, Montgomery, Schoharie, and Schenectady Counties. You may also use your card at any Southern Adirondack Library System library. Please note some restrictions apply, each library has the right to limit access to non-resident library users.

Montgomery County agencies, businesses, organizations and schools may apply for a free Agency Card by listing authorized users on letterhead. The request must be signed by a senior administrator, who accepts responsibility on behalf of the organization for all borrowed materials.

Any library patron that lives outside the MVLS or SALS service area may be issued a card for a fee of \$50 a year.

Borrowing Privileges

Only registered library card holders may check out materials. Card holders, 18 years or older, are responsible for all materials checked out on their library card. Parents/guardians of children under 18 years of age are responsible for all materials checked out on their children's cards.

Library cards are not transferable to other persons and patrons must use their own library card

Registration

Library Card Applications are available at the Public Service desk. Positive identification (Positive ID) such as a driver's license and proof of address must be presented to apply for a card. Applications must be signed by a parent or a legal guardian for children under age 18. Charges accrued on a minor's card will be the responsibility of the parent or legal guardian.

Accepted forms of ID

- A driver's license or permit
- A non-driver's picture ID
- A passport or green card
- A social services benefit card
- A student ID

Accepted forms of proof of residence

- A utility bill, tax bill, phone bill or other mail
- A property deed
- Lease or rent agreement
- A school report card
- Official business documents

New Library Card Users

During the first 3 months, you may borrow 3 items at a time. After 3 months, your card will be verified and the 3 item limit will be changed to regular loan limits.

Juvenile Library Card Users

Children ages 0-17 (minors) are not allowed to check out DVDs, Kits, or Equipment on their account.

Good Standing

To be considered a library patron in good standing, the patron must have a non-expired account and the account balance must be below the Library's accepted limit of \$5.

Renewal/Re-Registration/Replacement Cards

Patrons are requested to report lost or stolen library cards immediately. Positive ID (i.e. driver's license) must be presented for a replacement card to be issued. The cost of a replacement card is \$2.00.

Library cards are scheduled for renewal every three years. Proper identification and proof of residency is required.

Approved 6/12/2019

Loan Periods and Loan Limits Policy

Policy Statement

For equitable use of all Library resources by all Library patrons, the Canajoharie Library sets loan periods and loan limits for the items it loans out. These limits are set by the Library Director and upheld by Staff.

Regulations

Regular Borrowers

May check out 3 Adult and 3 Children's DVDs at a time

Can check out 100 items, hold 50 items, and request via ILL 20 items

Juvenile Borrowers

Can check out 100 items, hold 50 items, and request via ILL 20 items

May NOT check out DVDs, Kits, and Equipment.

New Borrowers

3 Items (Books, DVDs, CDs, etc.)

Loan Periods

Book	New Book	Audiobook	CD	DVD	Magazine	Equipment	Kits
28 Days	14 Days	14 Days	14 Days	7 Days	7 Days	7 Days	28 Days

Approved 6/12/2019

Lending, Borrowing, & Renewals Policy

Policy Statement

For equitable use of all Library resources by all Library patrons. Library materials are purchased for the use of all members. In order to provide the best and most fair access for everyone, the Canajoharie Library Board of Trustees has established this policy for the loan of materials.

Regulations

Circulation Collection

Not all items in the Library collection will be in the circulation collections, and not all items in the circulating collection are available for interlibrary loan. The circulation and interlibrary loan status of specific items will be determined by the Library Director or the Library Director's designee.

Interlibrary Loan (ILL)

The Library Collection is cataloged in a combined database with other consortia members. Users may request any item listed as available in the combined catalog, but the decision to loan rests with the loaning library.

Borrowing Library Materials

To borrow Library Materials, a patron's account must be in good standing. If a patron owes more than \$5 in library fines, they will not be allowed to check out materials until the fine is paid off.

When borrowing items from the library, Patrons must show their library card. Other positive ID (i.e. driver's license) may be used.

Only a patron's library card may be used to check out items. Library cards are not transferable to other persons and patrons must use their own library card.

Juveniles (under age 18) are not allowed to borrow DVDs, Kits, or Equipment.

Reserved items must be checked out to the borrower who requested them.

The Library may restrict a user's ability to borrow materials when such use may jeopardize the health and cleanliness of library facilities, collections, and users. Should it become necessary to suspend borrowing privileges in order to protect Library collections, facilities, or users, the library patron will be notified of the suspension. Borrowing privileges will be restored when the patron demonstrates that the situation causing the loss of privileges has been remediated.

Library cards may be used at other member libraries in the Southern Adirondack and Mohawk Valley Library Systems. Check with the library you wish to borrow from about their borrowing policies.

Returning Library Materials

Library materials may be returned at other member libraries, unless stated otherwise. Library of Things items owned and lent by the Canajoharie Library must be returned at the Canajoharie Library.

Renewing Library Materials

To renew library materials, a library patron must be in good standing. Patrons will not be able to renew items if they have \$5 in fines or more on their account.

Items NOT on hold by other borrowers may be renewed by phone, online, and in-person. You will need your library card number or positive ID to renew items.

Service to Homebound Patrons

Additional service will be provided to borrowers who, due to physical disabilities or illness, cannot physically come to the library to select and borrow materials. Library staff will pre-select materials and will hold them for pick-up by an individual authorized by the home bound patron via signed letter. All ordinary Library policies will apply to materials circulated in this fashion.

To participate in this program, please fill out a form available at the front desk (someone can take it home for you) or give the Library a call to fill out the form with a staff member.

Approved 2/14/2001
Amended 6/12/2019

Lost or Damaged Materials Policy

Policy Statement

Library materials are public property. Patrons are responsible for the care and return of items checked out their accounts and will be charged for lost or damaged items. Parents and guardians of patrons under 18 are responsible for charges associated with lost or damaged items on their account. Borrowing privileges and computer use are restricted on accounts with lost items.

Regulations

Lost item: Items that are checked out on a patron's account and not returned will be declared lost 14 days after the due date or when declared lost by the patron.

Patrons must pay for lost items on their account. The original cost of the item in the Library's system will be charged. (SEE CIR-5 FINES AND FEES) Patrons will be given a receipt for fines and fees paid for lost items.

A patron may offer to pay for a lost item prior to the date we declare an item lost. Staff may change the status of an item to lost and accept payment. Staff should explain that the patron is also responsible for any overdue fines related to lost item.

Lost items remain in lost status in the library's catalog. Associated fees remain charged to the patron's account until paid.

Damaged item: Items that are damaged beyond repair and can no longer circulate are considered damaged items. Examples of damage include: offensive odors, water damage, stains, torn pages or covers, scratched or broken media items, missing parts of sets, etc.

Patrons must pay for items that are damaged when checked out on their account. Damage to materials is assessed by a member of the Library staff and billed to the patron's account. The patron will be informed of this fine via phone call, email, or in writing.

Patrons must pay for the original cost of the items that are damaged when checked out on their account. The original price of the item is in the library's catalog record. Patrons may keep the damaged item.

The library does not generally accept replacement copies of lost or damaged items instead of payment. However, if a patron brings in an item of identical title and ISBN number to the damaged item and the replacement item is in new or excellent condition, it may be presented in exchange for the cost of the item. Final determination on this is up to the discretion of the Library Director.

Lost part(s): Lost parts of circulating items (such as books on cd, kits, etc.) prevent the library from loaning the item to other patrons. Sets with missing pieces are not checked in until all parts are returned and will accrue fines until all parts of set are returned. If a set has missing parts, circulation staff will notify the patron by telephone, email, and/or postal mail. The item(s) will be held for up to 30 days from the date due to allow for the return or replacement of missing parts. If the complete set is not returned or replaced in 30 days from the date due, the entire item will be declared lost and charged to the patron's account. The patron may be charged for the replacement of the entire item if single parts cannot be replaced. If it is possible to replace the missing parts, the patron will only be charged for the replacement. Replacement depends on the vendor and the item. Circulation staff will explain that the library must determine whether replacement costs are an option and that the charge will be placed on their account when it is determined. Staff who manage collection development will determine replacement costs if possible and add those costs to the account

The cost, fines, and fees for lost Interlibrary Loan items (borrowed from another library) are determined by the lending library.

Fines and Fees Policy

Policy Statement

To make sure the Canajoharie Library's resources are safeguarded to be available to all library users at all times. When any library user violates the principle of sharing resources by retaining materials beyond the established limits, that person takes unfair advantage of the community as a whole.

The Library maintains the right to fine users who do not return materials in a timely manner. Fine rates will be set by the Library Director. The Library Director will keep the trustees informed of any changes in fines.

Definitions

Fine: A charge for lost items, damaged items, or items returned late.

Fee: A charge for a library service such as printing, copying, and faxing

Regulations

Fines are not charged for days when the library is closed. Items returned in the book drop when the library is closed are considered returned the last day the library was open. When the library is open, the book drop is emptied several times a day.

Charges accrued on a minor's card (children under 18) will be the responsibility of the parent or legal guardian.

Patrons are responsible for fines resulting from un-received or un-read mail or email. You must keep the Library updated with your current mailing address and email address.

Partial payments may be made on fines. If the patron owes \$5 or more, they may work out a payment schedule with the Library Director and may be granted limited borrowing privileges at the Director's discretion.

A borrower's card may not be used to check out items, hold items, or use the computers if fines are \$5.00 or more.

If an item is 14 days overdue, a notice will be sent. Patrons are responsible for fines resulting in un-received or un-read mail or email.

If materials lent out to patrons are damaged so as to be judged by the Library as being unsuitable for the collection, the patron must pay the replacement cost. This rule does not apply to video or audio that are damaged due to normal wear and tear. A notice of these charges will be sent to the borrower.

For a schedule of fines and fees, see below:

Schedule of Fines for Overdue Items

Book	New Book	Audiobook	DVD	CD
\$.20/day for a maximum of \$5	\$.50/day for a maximum of \$5	\$.50/day for a maximum of \$5	\$1.00/day for a maximum of \$5	\$.50/day for a maximum of \$5
Magazine	Kit	Equipment		
\$.20/day for a maximum of \$5	\$.20/day for a maximum of \$5	\$1.00/day for a maximum of \$5		

Interlibrary Loan items: Varies

Schedule of Fees

Color Print	Black and White Print	Color Copy	Black and White Copy	Fax	Replacement Library Card
\$.50 a page	\$.20 a page	\$.50 a page	\$.30 a page	\$1 for first page, \$.20 for each additional page	\$2 for each card

Approved 2/14/2001
Amended 6/12/2019

