



# Circulation Policy

Approved by Board: October 11, 2021

Revised and approved: March 21, 2024

## **PURPOSE**

Manlius Library is committed to providing free and equal access to cultural, intellectual, and informational resources for community members of all ages. To provide the community efficient and equitable access to high quality library materials, the Manlius Library Board of Trustees has developed the following circulation policies. Exceptions to this policy are subject to approval by the Executive Director.

## **Library Cards**

Library cards are free of charge to Manlius Library borrowers with proper identification, which includes valid photo identification and proof of address.

Patrons who are at least 13 years of age can begin their library card application online. To receive a permanent library card, patrons must visit the library in person with appropriate identification.

Patrons under the age of 13 must fill out an application at the library. A parent or legal guardian must register for a card with a child under 13 and is responsible for any fines or fees incurred on the child's card.

The library must be notified of lost or stolen cards and changes of address and contact information.

Lost or damaged library cards may be replaced at the library for no charge, with proper identification.

Borrowers are responsible for all materials borrowed on their card.

A valid Onondaga County Public Library (OCPL) card can be used at any public library in the County.

## **Special Collections**

The circulation policies in this document may not apply to special collections such as Wi-Fi Kits, Roku devices, Binge Boxes, Rapid Reads, e-readers, and park passes. 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 Manlius Library.

## **Loan Periods**

Standard loan periods include:

- 3 weeks for books, audiobooks, DVD/Blu-Ray sets of 3 or more discs, and music CDs
- 1 week for Rapid Read books, and periodicals
- 3 weeks for video games (which are not holdable at our location)

## **Returns**

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



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## Renewals

Items may be renewed twice with the following restrictions:

- Rapid Reads cannot be renewed
- Items that have been placed on hold by another patron cannot be renewed
- Special collections may have renewal restrictions

Manlius Library items will be automatically renewed 3 days before the due date if the item is eligible for renewal.

## Fines

Manlius Library does not charge overdue fees except on items in our special collections. There may be overdue fines on items owned by other libraries that are checked out at Manlius Library. Please contact the owning library for their overdue fine policy.

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 is returned. If the borrower cannot locate the lost item, they must pay for the cost of the lost material. If the item is found after payment, the borrower may keep it. The library cannot refund the cost.

We cannot waive replacement charges on items owned by other libraries. Please contact the owning library regarding lost or damaged library items.

Patrons with \$50 of outstanding fines/fees on their account may not borrow items. All library accounts with a balance of \$100 or more will be referred to a collection agency by the Onondaga County Public Library system. A service charge of \$10 is applied by OCPL to each account submitted for collection and cannot be waived.

Onondaga County Public Library sends overdue notices, but not bills for fines or charges.

## Borrowing Limits

The total number of Manlius Library items that can be on a library card at one time is one hundred (100). Other limits may be imposed as needed for special collections and popular items such as for holiday books or new release movies.

## Confidentiality

Library circulation records are confidential by New York State Law, Article 45, Section 4509. By law, Manlius Library staff can discuss your borrowing records with only you. This is true for both adults and children. After a child's 13<sup>th</sup> birthday, a parent or guardian may only obtain information about a child's circulation records if the child is present and consents to release of the information or if the child is not present but provides written consent dated for each request.