

# Circulation Policy for Patterson Library

*Adopted 3/10/2016 Amended 7/13/2023*

## REGISTRATION

### ELIGIBLE BORROWERS:

Residents of the Village and Town of Westfield, as well as citizens of Chautauqua and Cattaraugus Counties are eligible to become Library cardholders free of charge.

### BORROWER CATEGORIES:

Adult – ages 18+; Young Adult—ages 14-17; Juvenile—ages 0-13; Organization or Teacher cards may be available upon request.

### APPLICATION:

Eligible borrowers must complete the appropriate application and appear in person at the Circulation Desk (unless by special arrangement with the Library Director). Appropriate identification and proof of current mailing address are required. Library Staff may use their discretion to offer a Limited Use Card with a limit of 3 physical items until such proof can be provided.

### BORROWER RESPONSIBILITIES AND PRIVILEGES:

Possession of a Patterson Library card entitles the user to borrowing privileges at the Patterson Library and at all libraries in the Chautauqua Cattaraugus Library System (hereafter referred to as 'CCLS').

The borrower, (or the parent/legal guardian who has co-signed an application for a youth) is responsible for compliance with all member Library rules, all use of the card and all charges made against it.

As with all Library materials, programs and services, parents/legal guardians have the sole right and responsibility to decide what is appropriate for their child, except as otherwise prohibited by law.

The registered borrower is responsible for all use of the Library card and assumes liability for fines and/or fees incurred for overdue, lost, damaged or stolen items. Borrowers immediately should report a lost or stolen card, as it may result in the registered borrower's being held financially responsible for any fines, fees, damaged, lost, or stolen items incurred.

Borrowers are responsible for informing the Library of any change of mailing address, email address or telephone number. All Library cards must be renewed annually to confirm this information.

## CIRCULATION

Circulation is defined as checking out material on a borrower's card for a prescribed loan period. Any item inventoried in the Library database is subject to all terms of the Circulation Policy, which may be adjusted by the Library Director.

Items may be renewed if the borrower's account is in good standing, the items are not overdue and/or not on a holds list.

## BLOCKED OR BARRED BORROWER STATUS

Blocked or barred borrower status usually results from the retention of Library materials beyond their prescribed due dates, but may also reflect other abuses of Library privileges, including but not limited to inappropriate conduct on Library premises or infractions against or attempts to circumvent any Patterson Library policies.

### FINES AND FEES:

Patterson Library is a "fine-free" Library. As such, Patterson Library materials returned late will not incur charges. If items are not returned in a timely manner the patron's account will be blocked until the items have been returned. Other CCLS libraries may still charge fines for the return of their Library materials after the prescribed due date, even if they are borrowed from Patterson Library.

Patterson Library reserves the right to charge fees for lost or damaged items—alternatively, materials may be replaced with a comparable item in lieu of paying a lost materials fee. Other fines may include but are not limited to charges for replacement of Library cards or barcode labels, damaged Library material, missing media cases and returned checks.

Other fees or charges may be assessed for specified Library services, including but not limited to printing and interlibrary loans. A borrower who accumulates fines and/or fees that exceed the Library's prescribed limits becomes a blocked borrower (\$10.00 limit as of July 2023).

***Overdue notices are a courtesy, not a legal requirement. Non-receipt of a notice does not eliminate liability for outstanding materials or fees.***

## CONFIDENTIALITY

Pursuant to New York Civil Practice Laws and Rules Section 4509, Library records that contain names or other personally identifying details of users, including but not limited to the circulation of Library materials, computer use, interlibrary loan transactions, reference queries, requests for photocopies of Library materials, title reserve requests, or in-house use of Library materials, shall be confidential and shall not be disclosed except that such records may be disclosed for the proper operation of the Library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Access to borrower information is restricted to authorized staff, trained volunteers, and the borrower with appropriate identification except in the case of custodial parent or legal guardian, or where formally noted in the Library's automated circulation system at the borrower's request.