

RIVERHEAD FREE LIBRARY GENERAL POLICY MANUAL

SUBJECT: CIRCULATION / LIBRARY'S BORROWING RULES

PURPOSE: To inform patrons of the Library's circulation policy

POLICY: All residents of the Riverhead School District are eligible to receive a Riverhead Free Library Card, provided they have identification demonstrating a local resident address. Residents of other school districts, with which Suffolk Cooperative Library System contracts on behalf of the Riverhead Free Library, may also apply for cards under the same conditions.

PROCEDURE:

- An applicant under 13 years of age is required to have a card-holding adult co-sign the application, thereby accepting fiscal responsibility for the applicant.
- Borrower cards for Riverhead residents are valid for five years. Contract district cards are valid for one year (July 1 - June 30). Replacement cards will be issued with identification and payment of a fee set by the Board of Trustees.
- It is the responsibility of cardholders to report new contact information, or lost or stolen cards. Cardholders bear responsibility for materials checked out on their cards. Borrowers may lose Library privileges when fines or other charges meet or exceed \$10, or when materials are 14 days past due.
- **Late Return of Materials:** Materials returned late will incur fines on the cardholder's record, such price to be determined by the Board of Trustees.
- **Renewals:** Renewal terms are determined by the Director or his/her designee, based upon the Library's collection and the demand for particular materials. Materials may not be renewed if they are reserved for other borrowers. Additional renewals may be made at the discretion of the Director or designee.
- **Loan Periods:** Loan periods are determined by the Director or his/her designee, based upon the size of the Library's collection and the demand for particular materials. The number of items a borrower may check out at one time may be limited by the Director or his/her designee, in accordance with demand. The Director or his/her designee may also limit the availability of some formats to borrowers age 18 and older.
- **Reference Materials:** Reference materials typically do not circulate. The Director or his/her designee may require that a Library patron provide identification to be held while the patron is using some reference materials.
- **Lost Materials:** Borrowers who fail to return library materials will be assessed a replacement charge. The fee for lost materials from the Riverhead Free Library's collection will be the cost to replace the identical item, if it is still available for purchase, or the original purchase price, as determined by the Director or his/her designee. The fee for a lost item from another library's collection will be determined by the lending library. Borrowers may be reimbursed for a lost item fee if the item is found and returned within 30 days.

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- **Reserves and Interlibrary Loans:** Borrowers may reserve circulating materials owned by the Riverhead Free Library or other libraries, subject to all policies of the lending library. Borrowers will be notified by the Library when requested items are available for pick-up. Materials borrowed from libraries outside of Suffolk Cooperative Library System (SCLS) may incur borrowing fees.
- **Direct Access:** Borrowers in good standing, registered as cardholders in any public library belonging to SCLS, may use the services of the Riverhead Free Library. The availability of materials may be restricted by the Director or his/her designee. Riverhead Free Library cardholders may use all other public libraries belonging to SCLS to the extent permitted by each library. Items borrowed from any public library belonging to SCLS may be returned at any other member library.