

Circulation Policy

1. Rationale and Scope

In order to insure fair and equitable access to the materials and information in the Library's collection, Dunkirk Public Library sets policies for length of loan periods, renewals, reserves, and fees. The Library determines which materials may be borrowed and who is eligible to borrow them.

2. Eligibility and Registration

ADULTS: The circulation desk upstairs issues free library cards to adults who present one form of identification with current address such as a driver's license, utility bill, or a non-driver ID.

YOUNG ADULTS (GRADE 6 AND UP): The circulation desk upstairs issues free library cards to students who present one form of identification such as a school ID card or recent report card with a current address.

CHILDREN (GRADE 5 AND BELOW): Parents/guardians of children from toddler through 5th grade may sign up their children for their own library card if the parents/guardians are cardholders in good standing with the library.

REPLACEMENT CARDS: Lost or damaged cards may be replaced for a fee of \$1.00.

3. Loan information and Fines

- I. Books, Magazines, Audio Books - Two Weeks
- II. DVD's - One Week
- III. Interlibrary loans are due the date indicated by the lending library. Some interlibrary loans may not be renewable.
- IV. There is no limit to the number of non-new items that a patron can borrow at one time with the exception of DVD's.

- V. Patrons may borrow a total of SIX DVD's at one time including THREE new DVD's.
- VI. Patrons may borrow the following number of new items at one time
 - a. Adult Fiction, Non-Fiction, Audio Books, and Magazines - TEN
 - b. Children's Fiction, Non-Fiction, Audio Books, and Magazines - SEVEN
 - c. DVD's - THREE

The Director may establish a different loan period for special collections, materials which are temporarily in great demand, such as for student projects or book clubs, or materials added to the collections which are new in format.

4. Renewals

If borrowed items have NOT been reserved by someone else, items may be renewed once by phone, online, or in person. We cannot guarantee renewals on new items or DVD's.

5. Returns

When the Library is open, return items at the Circulation Desk in the main library or in the children's room. After hours, use the book return located at the rear library entrance.

6. Overdue Notices

In order to remind users of overdue materials the library follows this procedure:

- I. A telephone call is placed to the user when items are SEVEN days overdue.
- II. A second telephone call is placed to the user when items are FOURTEEN days overdue.
- III. A replacement notice is mailed to the user when items are TWENTY-ONE days overdue informing the user of the cost due to replace the materials. The materials may be returned and the replacement cost will be waived.

7. Damaged Materials

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost.

8. Lost Materials

Patrons are responsible for the replacement cost of lost items. Cost is determined by the price listed in the library circulation system.

9. Claims Returned

If a Library user feels that he/she has returned an item and if that item is not on the shelf, then the user may claim the item returned with no penalty. If the user subsequently returns the item, then the applicable fine will be charged.

There is a limit of three (3) claims returned per user.

10. Equipment

The Library does not accept any responsibility for damage caused to patrons' equipment as a result of using borrowed media.

11. Reserves or System Holds

Library users may place a reserve or hold on circulating items within the Chautauqua-Cattaraugus Library System. Patrons may reserve these materials at any automated Chautauqua-Cattaraugus Library System library, by telephone, or via the Library's online catalog. There are no applicable charges on items picked up at the Dunkirk Public Library. Materials will be held for one week.

12. Interlibrary Loan Requests

Library users may request that the Library attempt to locate and borrow a specific book from outside the library system. There is a \$2.00 non-refundable charge for requesting a book from outside of the Chautauqua-Cattaraugus Library System. The Chautauqua-Cattaraugus Library System does not guarantee that they will be able to procure the requested materials. The circulation policies of the lending library will prevail.