

## Circulation Policy

### 1. Rationale and Scope

In order to ensure 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, fines, 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 Types, Quantities, and Duration

Patrons in good standing with a valid, unrestricted CCLS library card may borrow up to a maximum of 25 items as specified in the following parameters:

#### **Patrons may borrow:**

- Adult Fiction, Non-Fiction, Audio Books, and Magazines in any combination that does not exceed the card limit of 25 total items. *Up to 10 of these may be classified as "new"*. All materials in this category are due two weeks from the date of checkout.
- Children's Fiction, Non-Fiction, Audio Books, and Magazines in any combination that does not exceed the card limit of 25 total items. *Up to 7 of these may be classified as "new"*. All materials in this category are due two weeks from the date of checkout.
- Blu-Ray/DVDs in any combination up to a maximum of 6 while also not exceeding the card limit of 25 total items. *Up to 3 of these may be classified as "new"*. All materials in this category are due one week from the date of checkout. Multidisc collections, "Binge Boxes" and bundled series shall count as a single item for purposes of this rule.
- Materials from other libraries. Interlibrary loans are due on the date indicated by the lending library. Some interlibrary loans may not be renewable.

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. 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 CCLS 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, after which time they will be returned.

#### **5. Interlibrary Loan Requests**

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

#### **6. 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 items classified as "new" or on video discs.

#### **7. Returns**

When the library is open, return items at the circulation desk in the main library or in the children's room. For after-hours returns, use the book drop located on the 6th Street side of the library. The book drop has internal sections for both print and digital materials.

#### **8. Overdue Notices and Charges**

The Dunkirk Public Library is a "fine-free" facility. As long as overdue items are returned in usable condition, any accrued late fees are forgiven. Until such time, however, library cards that accumulate charges of \$10.00 or more may be temporarily suspended.

In order to remind users of overdue materials the library maintains the following procedure:

1. A telephone call is placed to the user when items are 7 days overdue.
2. A second telephone call is placed to the user when items are 14 days overdue.
3. A replacement notice is mailed to the user when items are 21 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.

#### **9. Damaged Materials**

If materials are returned in a condition so damaged as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. If the cost is \$10 or more, the patron's card may be suspended until recompense has been made.

**10. Lost Materials**

Patrons are responsible for the replacement cost of lost items checked out on their library cards. Cost is determined by the price listed in the library circulation system. If the cost is \$10 or more, the patron's card may be suspended until recompense has been made. If a "lost" item is subsequently found and returned, any charges paid by the patron will be refunded.

**11. 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. There is a limit of 3 claims returned per user, and each instance may cover only a single item.

**12. Equipment**

The Library does not accept any responsibility for damage caused to a patron's equipment as a result of using borrowed media or connecting to library devices or networks.