



Circulation, Inter Library Loan & Library Card Registration Policy of the Badenhausen Reading Room

Introduction:

The Reading Room issues library cards as we are members of the North Country Library System and utilize many of the same services.

REGISTRATION/CIRCULATION

A. Library Cards

1. Library cards are required to borrow materials.
2. Library cards will be issued to children of any age.
3. Anyone under the age of 16 must have (i) their parent or legal guardian present while registering or (ii) their registration card signed by their parent or legal guardian.
4. A form of ID with proof of address is required for an adult (16 years of age and older) to receive a library card. If an individual does not have identification with a current address, another document is required to verify the person's address.
5. Patrons must pick up their own library cards unless they are housebound.
6. Individuals residing temporarily in the community may receive a card if they present proof of their permanent address. These individuals can borrow only 3 items the first time they borrow materials.
7. Patrons must use their own cards when checking out materials.

Exceptions:

- a. Individuals can check out items held on reserve for a patron using the patron's card.
- b. Babysitters, who have written permission from a parent/guardian, may use the parent's/guardian's card.
- c. Under certain circumstances, cardholders may contact the library and permit others to use their cards (housebound patrons, for example).
- d. An individual may use another person's card if the other person is at the circulation desk and acknowledges responsibility for the materials.

Patrons may borrow materials without having their library card if their identity can be verified by a driver's license or other valid form of photo identification.

B. Loan Period

The following is a list of the loan period for library materials:

- a. 6 weeks: books and materials (except items listed below)
- b. 2 weeks: New items and special collections
- c. 1 week: videos and DVDs

The Library Director has the authority to set limits on the number of items, or value of items, a patron may borrow.

C. Renewals

- a. One renewal is allowed except for DVDs, items on reserve and some interlibrary loan materials.
- b. Renewals can be made by telephone, email or via the NCLS catalog.

D. Reserves

- a. All materials can be reserved, except new items which may be reserved by Badenhausen patrons.
- b. A library in the library system must own a book before a patron can reserve it.
- c. The Reading Room patrons' reserves for items are filled before interlibrary loan requests are honored.

E. Overdues, Fines and lost or damaged items –

- a. The library sends an overdue notice approximately two weeks after an item becomes overdue; a second notice is sent about 4 weeks after the item becomes overdue. This second notice is a bill.
- b. Borrowing privileges will be suspended if a user has 5 or more overdue items, and will not be restored until such materials are either returned, paid for or fines have paid.
- c. Patrons who do not return an item must compensate the library or they will lose borrowing privileges. The patrons will be charged the list price of an item.
- d. Patrons who return damaged materials may be charged a fee or the entire replacement cost of an item.
- e. Patrons who lose their library card must pay \$1.00 for a new one unless the card is lost through theft, fire or other hardship.

F. Fees

- a. Photocopier/computer printouts: 15 cents per copy black and white, 30 cents double sided black and white. Color is available for 40 cents per page, 80 cents double sided.

- b. Faxes: To Send - \$2.00 for the first page, 15 cents for subsequent pages
To Receive - \$1.00 for the first page, 15 cents for subsequent pages.

G. Confidentiality of Patron Records

- a. The library's circulation records and any other records which identify and relate the name of library users with specific materials are confidential.
- b. Such records will not be released or used for non-library purpose except pursuant to a subpoena from a court of law.

The following is the text of New York State Law CPLR, Article 45, Section 4509:

“Library Records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.”

XII. INTERLIBRARY LOAN

A. A print, non-print or a copy of a printed source may be requested through the interlibrary process, whether the borrower requests directly from the lender or requests indirectly through the system of which it is a member.

B. Duration of a loan is from the day the item is sent by the lender to the day the item is received back, unless otherwise specified by the lending library.

C. The following types of resources will not be loaned on a regular basis:

- a. Reference books
- b. Materials designated as “new”

D. The Reading Room will comply with conditions established by the library lending material to it.

Policy adopted by Badenhausen Reading Room trustees on 12/14/2021