

# Use of Materials

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## 1. RATIONALE AND SCOPE

In order to insure fair and equitable access to the materials and information in the Library's collection, Mahopac 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

### 2.1 CATEGORIES OF ELIGIBILITY

Persons who reside in Mahopac or in the Mahopac Central School District are issued a library card at no charge upon presentation of acceptable proof of residency, in person, as described in Section 2.2. Residents in good standing must have cards renewed every three (3) years at which time residency will be verified. This card may be used at any one of the 70 member libraries in the Mid-Hudson Library System.

Persons who work or attend school in the Mahopac Central School District and who reside outside of the Mid-Hudson Library System service area are issued a library card, at no charge, upon presentation of acceptable identification and proof of employment or school attendance, in person, as described in Section 2.2. Non-residents in this category, who are in good standing, must have their cards renewed annually at which time acceptable identification will be verified.

Persons who reside outside the Mahopac Central School District and the Mid-Hudson Library System service area may obtain a Mahopac Public Library card upon presentation of acceptable proof of residency, in person, and payment of an annual non-resident's fee.

## 2.2 ACCEPTABLE IDENTIFICATION

Applicants for Mahopac Public Library cards must show identification with a current residential address. Identification with only a post office box number or with a motel address may not be sufficient. The following are considered acceptable proofs of identification:

- a valid New York State driver's license or identification card issued by the New York Motor Vehicle Division with current residential address; or,
- a valid temporary driver's license with current residential address; or,
- imprinted checks with current residential address; or,
- canceled mail postmarked within the last week; or,
- telephone, utility, rent, or tax bills.

Applicants who work or attend school in the Mahopac Central School District must show proof of employment or school attendance. Applicants must include this information on their registration form.

Applicants must verify the accuracy of the information on the registration form, read the statement of responsibility, and provide an original signature on the form. For applicants under the age of fourteen (14), the parent, custodial parent, or legal guardian must be present with the applicant, accept responsibility for the use of the child's library card, and sign the registration form.

### **3. BORROWING LIBRARY MATERIALS**

#### **3.1 RESPONSIBILITY**

In order to borrow library materials, a patron must present a valid library card or an acceptable alternative proof of identity at the time of check out.

The patron is responsible for all library materials checked out on his/her library card. For patrons under the age of fourteen (14), the adult who signed the registration form takes this responsibility.

A patron will have his/her library privileges suspended if one or more of the following conditions exists:

- a patron owes more than \$ 10.00 in fines or replacement costs of materials; or
- a patron has more than three (3) claims returned; or
- mail is returned;
- or telephone number is disconnected; or
- another library requests the suspension.

Library privileges will be restored when accounts have been cleared and/or updated.

#### **3.2 LOAN PERIODS AND LIMITS**

Loan periods and limits are designed to balance the individual user's needs against those of the user community. The Board of Trustees sets these loan periods and limits; current values are contained in Section 8.1 and are available at the circulation desk.

#### **3.3 RENEWALS**

A circulating item, except magazines and vertical file materials, may be renewed if it is not on hold for another patron. Current renewal periods are contained in Section 8.2. Items may be renewed in the Library, by telephone, by e-mail, or via the Library's online catalog.

#### **3.4 RETURN OF ITEMS**

Items may be returned to any library in the Mid-Hudson Library System. Anything returned to Mahopac Public Library before the Library opens for the day is considered returned the previous day.

### **3.5 OVERDUE NOTICES**

In order to remind users that they have overdue items, two (2) notices will be sent out.

The first notice is an overdue/reminder notice that is sent out after items are approximately twelve (12) days late. The second notice is a bill for the value of the missing items that is sent out after the items are twenty-eight (28) days late.

The third notice is a collection notice that is sent out after the items are at least two (2) months overdue. This notice advises the user that library privileges have been suspended. Failure to respond to the third notice may result in referral to a collection agency. The user is responsible for all applicable fees and fines.

### **3.6 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, after which library privileges will be suspended.

### **3.7 NON-CIRCULATING ITEMS**

Newspapers and items whose physical format is very susceptible to damage do not circulate. In addition, books that have been designated for reference use do not circulate. In general, these are titles that are not designed to be read from cover to cover but are used to find answers to specific questions, and must be available at all times to the Reference staff in order to respond to requests for information from the public as efficiently as possible. The Library Director may grant exceptions to this rule.

### **3.8 EQUIPMENT**

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

#### **4. FINES AND FEES**

- 4.1** Overdue fines are assessed for items returned past their due date to encourage Library users to return their materials by the designated return date so that they are available for other users. The Board of Trustees sets these fines and fees; current values are contained in Sections 8.3 and 8.4 and at the circulation desk. New York State Education Law Section 265 provides for additional penalties.
- 4.2** Lost or damaged items are assessed at their current, full replacement costs plus a processing fee. The Library does not accept replacement materials. If the item is found, then a refund of the replacement cost will be made upon presentation of a receipt within six (6) months. The processing fee is non-refundable.
- 4.3** The Circulation staff has the option of waiving or reducing charges if they determine that there are extenuating circumstances.

## **5. SPECIAL SERVICES**

### **5.1 RESERVES OR SYSTEM HOLDS**

Library users may place a reserve or hold on circulating items within the Mid-Hudson Library System. Patrons may reserve these materials at any Mid-Hudson Library System library, by telephone, by e-mail, or via the Library's online catalog. There are no applicable charges.

### **5.2 INTERLIBRARY LOAN REQUESTS**

Library users may request that the Library attempt to locate and borrow for their use a specific book or magazine article that is not available in the Mid-Hudson Library System.

The circulation policies of the lending library will prevail. The lending library may charge a fee for its service. The lending library may limit the number of interlibrary loan requests that it will accept.

### **5.3 CENSUS MICROFILM**

Mahopac Public Library can borrow census microfilm from the National Archives. Users of this service are responsible for the shipping fees.

## 6. CONFIDENTIALITY OF LIBRARY USER RECORDS

- 6.1 Pursuant to New York State Civil Practices Law and Rules Article 45 §4509, all Library records that identify types of materials used by or personal information about individuals are confidential in nature. Under no circumstances shall Library staff provide information of any kind about an individual Library user.
- 6.2 No Library records shall be made available to the public, press, or governmental agency, except by such process, order, or subpoena authorized by federal, state, or local law, or upon the written consent of the Library user.

Only the Library Director is authorized to accept the court order or subpoena. Detailed **PROCEDURES FOR HANDLING REQUESTS FOR LIBRARY RECORDS** are found in the section on *Records Management*.

## **7. PROTECTION OF COPYRIGHT**

It is the intent of Mahopac Public Library to comply with Title 17 of the United States Code, titled "Copyrights," and other federal legislation related to the duplication, retention, and use of copyrighted materials. A notice of copyright shall be affixed to any library equipment capable of duplicating or reproducing copyrighted materials.

Audiovisual materials for which the Library has purchased public performance rights will be so indicated in the bibliographic record. Items without public performance rights are for personal and home use only. Library staff will follow copyright law in selecting and using materials for public performances.

Computer software applications are licensed to Mahopac Public Library and may not be duplicated.



## **8. CURRENT VALUES**

### **8.1 LOAN PERIODS AND LIMITS**

The majority of items within the Library's collection may be borrowed for twenty-eight (28) days. If the due date falls on a holiday when the Library is closed, then the loan period will be extended until the next day that the Library is open.

Special periods have been established for the following library materials:

- new books: fourteen (14) days,
- encyclopedias: fourteen (14) days,
- videocassettes: seven (7) days,
- DVDs: seven (7) days, and
- high demand items: temporarily may be assigned a fourteen (14) day loan period.

The following subject and media limits have been established:

- two (2) books per subject per family,
- four (4) unabridged audiocassettes per card,
- four (4) music CDs per card,
- two (2) books on CD per card,
- two (2) DVDs per card,
- four (4) magazines, two (2) per title per card,
- five (5) vertical file materials per card,
- two (2) toys per card,
- two (2) puppets per card, and
- two (2) computer software disks per card.

### **8.2 RENEWAL PERIODS**

Books – two (2) renewals.

Videocassettes – one (1) renewal.

Audiocassettes – one (1) renewal.

Music CDs – one (1) renewal.

Books on CD – one (1) renewal.

DVDs – one (1) renewal.

Computer software disks – one (1) renewal.

Magazines – no renewals.

Vertical file materials – no renewals.

Toys and puppets – one (1) renewal.

### **8.3 FINES**

Books	\$0.10 per day
Videocassettes	\$1.00 per day
DVDs	\$1.00 per day
Audiocassettes	\$0.10 per day
CDs	\$0.10 per day
Computer software disks	\$0.10 per day
Magazines	\$0.10 per day
Vertical file materials	\$0.10 per day
Toys and puppets	\$0.10 per day
Interlibrary loan book	\$0.25 per day

Maximum overdue fines, except videocassettes and DVDs, are based on a 20-day period multiplied by the daily overdue fine:

- \$2.00 – books, audiocassettes, CDs, magazines, computer software disks, vertical file materials, toys and puppets, and
- \$5.00 – interlibrary loan book, and
- \$10.00 – videocassettes and DVDs.

### **8.4 FEES**

Lost library cards	\$5.00
Non-resident card	\$25.00 per year
Collection agency surcharge	\$10.00

Lost or damaged items are assessed at their current, full replacement costs plus a processing fee. The Library does not accept replacement materials. If the item is found, then a refund of the replacement cost will be made upon presentation of a receipt within six (6) months. The processing fee is non-refundable.









