

# Circulation Policy

## **Borrower's Registration**

Library cards are issued without charge to persons over 5 years of age. Those who are between 5 and 12 must have a responsible adult as co-registrant. Identification with picture id and current address, and NY driver's license or NYS DMV ID card where applicable are necessary to register. Replacement cards are issued for \$1.00.

## **Loan Periods**

Videos/DVDs may be borrowed for one week.  
All other materials not on hold may be checked out for two weeks.

## **Renewals**

Items from the adult "New Book Shelf" (blue dot on spine) and items that have a hold placed on them may not be renewed. All other materials may be renewed twice, by phone, in person or online.

## **Overdue Notices**

Individuals with items overdue by two weeks are phoned, or a notice is mailed. A second notice is mailed when items are four weeks overdue.

A Final Notice that includes a bill for items is mailed when items are out more than six weeks.

If an individual owes more than \$100 in unreturned or damaged materials, the Library Director phones. If materials are not returned, the local police are notified, who then contact the individual to return the items.

If items are checked out to minor children, notices are mailed to the parents.

## **Fines**

The fine for any item with a two week loan period is \$.10/day per item with a maximum fine of \$5.00 per item. The fine for any item with a one week loan period is \$1.00/day per item with a maximum fine of \$7.00 per item. If fines reach a total of \$5.00 and over, borrowing privileges will be restricted until the fees are paid.

Items overdue for two months will be assumed lost and a Final Notice, requesting either the item(s) or payment for the item(s) is sent.

If a patron owes \$100 in fines or replacement costs, the appropriate police department is asked to contact the patron.

## **Library card use**

A Cuba Circulating Library card may be used in any of the automated libraries in the Southern Tier Library System (STLS). Individuals holding a library card from any automated library in the STLS may borrow from the Cuba Library. Items may be borrowed from one automated library in the STLS system, and returned to another STLS library.

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