

## DVD & CD-ROM Policies

DVDs and DC-ROMS are for home use only and may not be duplicated. Report all damage or problems to the librarian as soon as possible. Damage not reported will be charged to the borrower. The library is not responsible for any damage to home equipment due to use of library material.

## Confidentiality

Pursuant to New York Civil Practice Laws and Rules Section 4509, library records that contain names or other personally identifying details of users, including, but not limited to, the circulation of library materials, computer use, interlibrary loan transactions, reference queries, request for photocopies of library materials, title reserve requests, or the in-house use of library materials, shall be confidential and will not be disclosed except as required by law. Access to borrower information is restricted to authorized staff and the borrower with appropriate identification, except in the case of custodial parent or legal guardian.

## Services

- Programs for all, including early literacy programs, technology training, family programming, and life-long learning programs
- Use your equipment or ours; free Internet access and free WiFi access throughout the library
- Remote and in-house access to libraryweb.org. This includes the online public catalog for all Monroe County libraries, OverDrive platform for ebooks, magazines, videos, and numerous online databases
- *New York Times*, *Wall Street Journal*, local publications
- Tax forms
- Photocopier, scanner, color printer, faxing capability
- Study rooms and public meeting space
- Digital searchable formats of selected high school yearbooks and local newspapers
- Unlimited access to books, audio books, ebooks, movies, periodicals

## Services for Patrons with Disabilities

- Magnifiers
- Large-print book collection
- Audio book collection
- Handicap accessible facility
- Courtesy wheelchair/walker

**Mendon Public Library:**  
**The Heart of our Town**

# Mendon Public Library

## Circulation Policies

*Approved by the  
Mendon Public Library Board of Trustees on 2/07/2006  
Revision Approved 1/16/2012, 6/29/2015*



22 N. Main St. • Honeoye Falls, NY 14472  
585.624.6067 • 585.624.4255 (fax)  
www.mendonlibrary.org • facebook • twitter • instagram

## Library Hours

Monday through Thursday	9:30 a.m. to 9 p.m.
Friday	9:30 a.m. to 5 p.m.
Saturday*	10 a.m. to 4 p.m.

\* Closed on Saturdays during the summer

Mendon Public Library grants equal opportunity to all persons without regard to an individual's age, sex, color, religion, marital status, national origin, political affiliation, handicapped status, or sexual orientation.

## Welcome!

Welcome to the Mendon Public Library! As a cardholder with the Monroe County Library System (MCLS) or the Mendon Public Library, you have access to a wealth of information, including books, magazines, books on CD, DVDs, music CDs, software, and the Internet.

Your MCLS card entitles you to borrow items free of charge from this library or any other library in Monroe County. Your MCLS card also allows you to download electronic resources from the Monroe County Library System, including ebooks, magazines, and videos. If you have a Mendon Public Library card, you may borrow items free of charge from the Mendon Public Library. By signing your card, you agree to be responsible for the material(s) borrowed on your card and to abide by the rules of the member libraries.

We strongly encourage you not to share your library card with other patrons since New York State law protects the confidentiality of library patron circulation and financial records. If your library card is missing or has been stolen, please report it to the library staff immediately. This brochure details policies approved by the Mendon Public Library Board of Trustees. For Monroe County Library System policies, see [www.libraryweb.org](http://www.libraryweb.org).

## Obtaining a Library Card

To obtain a free MCLS card, you must be a Monroe County resident or show proof of land ownership within Monroe County by bringing in a recent property tax receipt. Anyone five years of age or older is eligible to be a Monroe County Library System or Mendon Public Library cardholder. A registration form must be signed by a parent or legal guardian in order for children 5-16 years old to receive a library card. You will be required to show one form of identification with your current residence, such as a driver's license, or two forms that together establish your identity and residence. People living outside of Monroe County may receive a complimentary Mendon Library card or purchase a MCLS card for \$45 per year. Library cards are valid for one year and may be renewed after one year. You are responsible for notifying the Mendon Public Library of any change of mailing address, email address, or telephone number.

## Loan Periods and Fines

Materials may be returned to any library in Monroe County. The Mendon Public Library operates two book drops for your convenience: [Mendon Meadows Mall](#), 51 Assembly Dr., Mendon, just inside the second set of double doors. Mall hours are 7 a.m. to 9 p.m. daily. This book drop is emptied two times per week. Items are discharged from the patron's record on the day they are picked up from the book drop. [Mendon Public Library](#), 22 N. Main St., Honeye Falls, adjacent to the library entrance. This book drop is always open. Items are discharged from the patron's record when the library reopens. Fines for overdue materials range from \$.35 to \$1.00 per day per item.

## Borrowing, Returning, and Reserving Materials

You may borrow materials free of charge; however, a late fee is applied to each item returned after the due date. Loan periods vary, so you should look at the due date slip to determine when you need to return your library materials. You may also go to the library's website, [www.libraryweb.org](http://www.libraryweb.org), and check your patron information for the dates your materials are due. If total fines or charges on a library card are \$5 or greater, borrowing privileges are suspended until the amount is reduced to less than \$5. Library cards with a balance of more than \$25 (combination of replacement costs and fines) will be turned over to a collection agency and a \$20 collection fee will be added. Items that are overdue for 42 days will be billed for replacement costs. The exceptions are DVDs and other one-week loan items; those items will be billed at 20 days overdue. Please contact us soon if you are missing an item.

## Checkout Limits and Renewals

Generally, no checkout limits exist, with the exception of DVDs, which we ask that you limit your selections to five items. Checkout limits for electronic materials are defined in the OverDrive Platform at [www.libraryweb.org](http://www.libraryweb.org). Patrons may renew materials by phone, online, or in person dependent upon prior requests of other patrons.

## Reserving Materials

Card holders with a MCLS card may place holds on many items. Search the online catalog at [www.libraryweb.org](http://www.libraryweb.org) and select the "Place Hold(s)" button on the left-hand side of the item's full record screen. To cover the cost of shipping, \$1 will be charged for each item shipped through the Monroe County Delivery System. Holds may be limited by individual library policies, certain material types, and user account restrictions (the Mendon-only Restricted Card does not allow holds).

## Lost or Damaged Articles

You are responsible for returning library books and other material in good condition. Materials not returned will be in violation of New York State Education Law Section 265. The Mendon Library, in conjunction with the Monroe County Library System, will take appropriate action, including referral to a collection agency, which includes an assessment of an additional fee. When a book is damaged, the patron may have to pay for its repair or replacement. Fair replacement costs are determined by the Monroe County Library System and depend on a number of factors: original purchase price, replacement cost, and rarity of the item. A nonrefundable \$5.00 processing fee will be added to each lost or damaged item. Overdue notices are a courtesy, not a legal requirement. Non-receipt of a notice does not eliminate liability for outstanding materials or fees.