



## **Circulation Policies**

### **Obtaining a Library Card at Mendon Public Library**

Anyone who resides in or owns property in Monroe County may obtain a Monroe County Library System (MCLS) card for free. People living outside of Monroe County may purchase an MCLS card for \$25 per year or obtain a Mendon Public Library Restricted Card with limited privileges for free.

Applicants must show proof of identity and residency, such as a driver's license. Monroe County property owners residing out-of-county must show a recent tax bill to obtain the MCLS card at no charge.

Minors 0-17 years old will not need to show proof of identity and residency but must have a registration form signed by a parent or legal guardian who provides their own proof of identity and residency.

Library cardholders agree to take responsibility for the materials borrowed on the card and to abide by this Mendon Public Library (MPL) circulation policy as well as the policies and rules of MCLS member libraries. A lost or stolen card should be reported immediately.

Library card registrations will expire yearly. Cardholders may receive an email notification regarding updating and may be asked to verify their information and present ID upon visiting the library as well as pay any outstanding fines and fees before the card is updated.

### **Borrowing & Returning Materials**

MCLS cardholders have the privilege to borrow physical materials from all member libraries, to borrow ebooks and audiobooks from the MCLS Overdrive collection, to utilize certain MCLS databases, and to place holds to have materials delivered to MPL from the other member libraries. MPL Restricted Cardholders are limited to borrowing physical materials from MPL's collection only.

To search for materials, place holds, and check what's on a library account, cardholders should visit <https://libraryweb.org>. MPL staff are also happy to assist during open hours in-person or by phone at 585-624-6067.

Generally, there is no limit to the number of items a cardholder may check out. However, under some circumstances, the library staff may use their discretion and place a limit on certain items.

Loan periods and fines vary based on the policy of the library which owns the borrowed item. Borrowers should refer to their receipt for due dates or should check their account online. As a courtesy, borrowers may also sign up for emailed notices of items coming due. Current loan periods and overdue fines for

physical MPL-owned materials are:

- Adult books, Magazines, Books on CD -- 3 weeks, no fines accrue
- Adult DVDs -- 1 week (or 2 weeks for TV Series and multi movie items), no fines accrue
- Children's and Young Adult Books, Magazines, Books on CD – 3 weeks, no fines accrue
- Children's DVDs and Video Games – 1 week (or 2 weeks for TV series), no fines accrue
- Mobile Hotspots, VIP Museum Passes, Empire State Park Passes – 1 week, no fines accrue

Eligible items will be automatically renewed 4 days before their due dates.

To begin using MCLS's Overdrive platform for e-book and audio e-book borrowing, have your MCLS library card ready and visit <https://overdrive.libraryweb.org> or install the Libby app on your mobile device. Loan periods vary, items are automatically returned, and fines are never assessed on Overdrive items.

Physical materials may be returned to any Monroe County Library. MPL has a 24-hour book drop near the main entrance.

We encourage borrowers to return all materials, including those that don't accrue fines, by their due dates so that others may have the opportunity to enjoy them. Items that are overdue for 42 days (or 20 days in the case of 1-week loan items) will be considered "Lost" and the borrower will be billed for replacement costs and processing fees.

Upon return, all items will be inspected. Repair and/or replacement fees may be assessed if items are damaged and/or have missing parts. The assessed amount depends on several factors including original purchase price, replacement cost, age of the item, and rarity of the item.

If total fines or charges on a library card are \$20 or greater, borrowing privileges are suspended until the amount is reduced to less than \$20. Library cards with a balance of more than \$35 (combination of replacement costs and fines) will be turned over to a collection agency and a \$20 collection fee will be added.

Please contact MPL or the library which owns your overdue or lost items as soon as possible to discuss payment or replacement options.

## **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 borrow information is restricted to authorized staff and the borrower with appropriate identification, except in the case of custodial parent or legal guardian.

*Approved by the Mendon Public Library Board of Trustees, May 6, 2024.*