

SOUTHWORTH LIBRARY CIRCULATION POLICIES

CIRCULATION LENDING GUIDELINES

Southworth Library Association offers generous lending limits and borrowing periods on items in the collection. A maximum of 50 items may be checked out at one time. A date due slip is provided each time an item is checked out of the library. Borrowers are responsible for returning all items on or before their due date.

As a member of the Fingerlakes Library System, access is provided to materials and resources from all 34 member libraries with a Southworth Library Account. This card can be used at their locations and items from their locations can be transferred for pick up at the Southworth Library Association location through our hold system. Most items can be returned at any of the member libraries as well, for interlibrary transfer.

Some items are also available from libraries outside of the Finger Lakes Library System through an out-of-system interlibrary loan service. These items are limited to books that are not published within the last year and may incur late fees. The Finger Lakes Library System provides these items without charge.

Internet access is available on our public computer stations with a signed internet policy agreement. A visitor pass is available for those without a library card on file in the Fingerlakes Library System. While our collection is provided without restrictions, all children and young adults (ages 5 – 17) who are issued library cards require a signed permission form to have access to the Internet through our public computers. Forms are available on the website and at the front desk and must be presented to the library with a signature from a responsible parent/guardian. Access to Wi-Fi services via personal devices is not restricted based on age.

Cards should be presented at the time of checkout. In the event of a lost or stolen card, contact Southworth Library Association as soon as possible for a replacement card. Patrons who have notified the library of a lost card can continue to borrow materials by presenting a photo ID or verifying their personal information at the time of checkout.

GENERAL

- A total of 50 items may be charged to a card at any one time.
- All movies are available to all borrowers without regard to age. However, at a parent's or guardian's request, children 16 and under may be restricted from borrowing R-rated movies.
- Books loaned by libraries from outside the Finger Lakes Library System (out-of-system Interlibrary Loans) may have different loan periods and late fees.
- Please return items on time. If you are not finished with an item, you may renew it if no one else has placed a hold on the item.
- The book return is offered as a courtesy service to our library users, and is located in the parking lot off Library Street.
- In order to check items out your account must have fewer than \$10.00 in charges.
- Five digital items may be checked out at a time through the LIBBY platform.
- Different types of books and media may have different loan periods.

- Patrons can download up to five items at a time to their devices using the LIBBY app

BORROWING

Southworth Library Association is a fine-free library. We ask that you return your items on or before their due dates.

If you want to keep an item for longer than the original borrowing period, Southworth Library Association offers renewals for up to one additional loan period on most items. Items not eligible for renewal include any item with an outstanding hold request, some items as specified by the particular material type and owning library or out of system interlibrary loans (yellow banded items). We offer automatic renewals, but you may also be able to renew items:

- Online at your account at www.southworthlibrary.org
- In person at the Circulation desk
- Over the phone at 607-844-4782

Items renew from the date you renew them, **not** from the date they are due. If you need help renewing items, please call the front desk at 607-844-4782

RETURNS

Borrowers are responsible for returning all items on or before their due date. The library will send email reminders to cardholders who have provided a valid email address. Reminders are sent one day in advance of the due date. Late notices are sent five days and then fifteen days after an item is due.

You may return your items inside the library, at our outside book return, or at any Finger Lakes Library System member library. Member libraries are any public library within our five-county service area consisting of Tompkins, Cayuga, Cortland, Seneca, and Tioga.

HOLDS

Items currently available on our shelves, items owned by Southworth Library Association that are currently checked out to another patron, and items owned by other libraries in the Finger Lakes Library System may be placed on hold by contacting either the front desk at 607-844-4782 or placing the request online.

Once hold request items have been pulled from the shelves or arrive from another location, you will be sent a notice that the hold is available for pick-up. There is no fee for placing hold requests.

NOTICES

You can choose to have the library contact you via email, phone, or mail. We encourage email participation. Text notification is not available. When an item is **30 days overdue**, the item is considered lost and a bill for the replacement and processing costs will be sent.

FINES & FEES

There are no late fees for any items checked out from the member libraries of the Finger Lakes Library System. Overdue fines can occur for out-of-system loans that are not returned by the date on the yellow band. Other charges are for lost or damaged materials, assessed at the replacement cost of the item. Some libraries charge a \$5 processing fee as well. Borrowing privileges are **suspended** once an account has reached **ten dollars** in fees or **10 overdue** items.

PAYMENT

Southworth Library Association accepts cash or check as payment at the library. Fines can be paid online using Visa, MasterCard, and Discover or PayPal for fees over \$5. We do not accept American Express and Diners' Club.

REFUNDS

The replacement cost and processing fees are **non-refundable** once an item is paid for or replaced.

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