



Circulation Policy

**Adopted by the Board April 19, 1999;
updated November 19, 2001, September 21, 2009, and
January 28, 2014; revised May 21, 2024**

Policy

This policy is designed to foster the widest possible access to the Apalachin Library's loanable materials.

Procedures

Obtaining a Library Card

Adult residents (ages 18 and older) of Apalachin and its surrounding communities are eligible to receive a library card, and children (ages 5 to 17) may also obtain their own card if their parent or trusted adult is an Apalachin Library cardholder. There is no charge for issuing or replacing a library card.

Borrowing Materials

To borrow items from the Apalachin Library, patrons must have an active library card with the Apalachin Library or with any of the other 32 Finger Lakes Library System member libraries and be in good standing (owing less than \$15.00 in fees with no currently lost items on their account).

All patrons have unrestricted access to the Library's collections. Library staff members do not screen materials for content and do not act in loco parentis. Parents or trusted adults are responsible for selection decisions of the children in their care. DVDs and electronic games must be checked out by an adult.

Format	Limit	Loan Period
Books	30 (100 for homeschooling families)	3 weeks with 1 automatic renewal
Books on CD	30	3 weeks
DVDs	5	1 week
Electronic Games	5	1 week
Libby (digital)	5	3 weeks
Hoopla (digital)	5 per month	Varies with format (example: eBooks for 3 weeks and music for 1 week)
HotSpots	1 per month based on availability	1 week
TotSpots	1 per month based on availability	1 week
SilverSpots	1 per month based on availability	1 week

Renewing Your Items

Apalachin Library materials may be renewed in person, online, or by telephone for one additional loan period. Additional renewals may be granted unless the item is on hold for another library user.

The Apalachin Library participates in an automatic renewal program for books; as a result, all on-loan books will be renewed once automatically as long as there are no holds on them by other patrons. If there is a hold on an item, patrons are expected to return the item at their earliest convenience.

The other 32 libraries within the Finger Lakes Library System have different policies regarding renewal limits. In the event an item from another library has been loaned to an Apalachin Library patron and additional renewals are sought beyond those limitations, a renewal request must be made by the patron directly to the owning library.

Holds

Patrons may borrow items that are currently checked out or items from other Finger Lakes Library System libraries by placing a hold. Depending on the method selected when acquiring a library card, patrons will receive notification the hold is available for pickup by email or phone call.

Items will be held for 10 days after notification, at which time they will be returned to the owning library if they are not picked up.

Returning Materials

Library materials may be returned to any of the 33 libraries within the Finger Lakes Library System. To return materials in-person to the Apalachin Library, please bring items to the return cart next to the Circulation Desk during open hours or use the drop box on the far left of the front porch during closed hours.

Overdue Materials and Fines

The Apalachin Library does not charge fines for overdue materials but some of the libraries in our region do. Further borrowing may be prevented for fees in excess of \$15.00. Email or phone notifications, depending on the method you selected when acquiring your library

card, are sent automatically when an item is 10 days overdue. A second overdue notice is sent automatically when an item is 30 days overdue.

Lost or Damaged Items

Items are considered lost when they are 60 days overdue, and a bill is generated automatically. Depending on the method selected when acquiring a library card, bills are sent by email or by mail (when phone was selected as the method of notification). The replacement cost of the lost or damaged item is determined by the present market replacement value and an additional \$5.00 processing fee.

The Library accepts cash or check payments made payable to “Apalachin Library”. The replacement cost is nonrefundable once an item is paid for or replaced, even if the patron has later found the lost item.

In the event that a child misplaces or damages library materials, the parent or trusted adult is financially responsible for these items.

In the event of a financial hardship, please speak with the Director.

Interlibrary loan materials from outside the Finger Lakes Library System are subject to fines and fees at the discretion of the lending library and cannot be waived.

Renewal of Library Cards

Library cards will expire automatically every two years but may be renewed at the Library or over the phone. Notifications are sent automatically by email or phone call two months prior to the expiration date of a library card depending on the method selected when acquiring the card.