



USE OF MATERIALS POLICY

RATIONALE AND SCOPE

In order to insure fair and equitable access to the materials and information in the Library's collection, Wadsworth Library sets policies for length of loan periods, renewals, reserves, fines, and fees. The Library determines which materials may be borrowed and who is eligible to borrow them.

ELIGIBILITY AND REGISTRATION

CATEGORIES OF ELIGIBILITY

Persons who reside in the Geneseo Central School District are issued a library card at no charge upon presentation of acceptable proof of residency, in person, as described in Section 2.2.

Residents in good standing must have cards renewed every second year at which time residency will be verified. This card may be used at any one of the 42 member libraries in the OWWL Library System. Children must be five years or older to register.

Persons who work or attend school in either the Geneseo Central School District and/or SUNY Geneseo and who reside outside of the Geneseo Central School service area are issued a library card, at no charge, upon presentation of acceptable identification as described in Section 2.2. SUNY Geneseo students must have their cards renewed every six months at which time acceptable identification will be verified.

Special permission may be obtained from the Library Director in order to obtain a borrower's card without fulfilling these requirements.

The Wadsworth Library Board of Trustees has adopted and declared that it will adhere to and support the Library Bill of Rights adopted by the American Library Association Council on June 18, 1948; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996 and May 10, 2018.

ACCEPTABLE IDENTIFICATION

Applicants for Wadsworth Library cards must show identification with a current residential address. Identification with only a post office box number or with a motel address may not be sufficient. The following are considered acceptable proofs of identification:

- a valid New York State driver's license or identification card issued by the New York Motor Vehicle Division with current residential address; or,
- a valid temporary driver's license with current residential address; or,
- imprinted checks with current residential address; or,



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- canceled mail postmarked within the last week; or,
- telephone, utility, rent, or tax bills.

Applicants must verify the accuracy of the information on the registration form, read the statement of responsibility, and provide an original signature on the form. For applicants between the age of five and eighteen, the parent, custodial parent, or legal guardian must be present with the applicant, and sign the registration form thereby accepting responsibility for the use of the child's library card. Please note that children may access and/or borrow any library resource with their library card and have the ability of requesting materials from other libraries in the OWWL Library System.

Policy Adopted: January 19, 1995

Revised: July 14, 2003

January 8, 2009

May 10, 2018

BORROWING LIBRARY MATERIALS

RESPONSIBILITY

In order to borrow library materials, a patron must present a valid library card or an acceptable alternative proof of identity at the time of check out.

The patron is responsible for all library materials checked out on his/her library card. For patrons under the age of eighteen (18), the adult who signed the registration form takes this responsibility.

A patron will have his/her library privileges suspended if one or more of the following conditions exists:

- a patron owes \$5.00 or more in replacement costs of materials; or
- mail is returned; or
- another library requests the suspension.

Library privileges will be restored when accounts have been cleared and/or updated.

LOAN PERIODS AND LIMITS

Loan periods and limits are designed to balance the individual user's needs against those of the user community. The Board of Trustees sets these loan periods and limits; current values are contained in Section 8.1 and are available at the circulation desk.

RENEWALS

A circulating item may be renewed twice if it is not on hold for another patron. Current renewal periods are contained in Section 8.2. Items may be renewed in the Library, via the



OWWL System website or by telephone. Items renew automatically if no one is waiting for them.

RETURN OF ITEMS

Items may be returned to any library in the Pioneer Library System. Anything returned to Wadsworth Library before the Library opens for the day is considered returned the previous day.

OVERDUE NOTICES

In order to remind users that they have overdue items, two (2) notices will be sent out. The first notice is an overdue/reminder notice that is sent out after items are approximately twelve (12) days late. The second notice is a bill for the value of the outstanding item(s) that is sent out after the items are twenty-one (21) days late.

The third notice is a collection notice that is sent out after the items are at least two (2) months overdue. This notice advises the user that library privileges have been suspended. The user is responsible for all applicable fees.

EQUIPMENT

The Library does not accept any responsibility for damage caused to patrons' equipment as a result of using borrowed media.

Policy Adopted by Board of Trustees on May 10, 2018

CHARGES AND FEES

Overdue notices are sent for outstanding items to encourage library users to return their materials so they are available for others to use. The Board of Trustees has eliminated fines for overdue items. If an item is lost or damaged, the patron is charged the full replacement cost of that item. Borrowing privileges are suspended when charges reach \$5.00.

The Library will issue a receipt for paid charges in the amount of \$25.00 and over. Receipts will be issued upon request for paid charges of less than \$25.00. Disputed charges will be reconciled upon presentation of a receipt within one (1) year of issuance.

Lost or damaged items are assessed at their current, full replacement costs. The Library does not accept replacement materials unless a special arrangement has been made with the director. If the item is found, then a refund of the replacement cost will be made upon presentation of a receipt within one week of issuance.

The Director has the option of waiving or reducing charges if they determine that there are extenuating circumstances.



A Returned Check Fee will be assessed for any check returned to the Library for any reason.

Policy Adopted by Board of Trustees May 10, 2018

Policy Updated by Board of Trustees May 14, 2020

SPECIAL SERVICES

RESERVES OR SYSTEM HOLDS

Library users may place a reserve or hold on circulating items within the OWWL Library System. Patrons may reserve these materials at any OWWL Library System library, in the Library, via the OWWL System website or by telephone. There are no applicable charges.

INTERLIBRARY LOAN REQUESTS

Library users may request that the OWWL Library System attempt to locate and borrow for their use a specific book or magazine article that is not available in the OWWL Library System. There is a \$5 fee with no guarantee that the requested material will be located.

Wadsworth Library absorbs the \$5 fee and does not charge its patrons.

The lending library may limit the number of interlibrary loan requests that it will accept.

CENSUS MICROFILM

Wadsworth Library can borrow census microfilm from the National Archives. Users of this service are responsible for the shipping fees.

HOMEBOUND DELIVERY

The purpose of the Homebound Delivery Service is to provide library services to homebound library patrons who reside in the Geneseo Central School District.

A homebound person is someone of any age who is unable to visit the library due to a long or short-term illness, condition, or disability. This includes senior citizens who do not drive.

Each patron is individually profiled and matched with a volunteer on a one-to-one basis. The volunteer will visit the library and select reading and other materials for the patron. Library staff is available to assist in filling the patron's special requests. Once library materials have been selected and checked out using the patron's own library card, volunteers will then contact their patron to coordinate delivery and return of materials.

Policy Adopted: March 18, 2005 Revised: May 10, 2018



CONFIDENTIALITY OF LIBRARY USER RECORDS

Pursuant to New York State Civil Practices Law and Rules Article 45 §4509, all Library records that identify types of materials used by or personal information about individuals are confidential in nature. Under no circumstances shall Library staff provide information of any kind about an individual Library user.

No Library records shall be made available to the public, press, or governmental agency, except by such process, order, or subpoena authorized by federal, state, or local law, or upon the written consent of the Library user.

Policy Adopted: January 16, 2003

Policy Revised: January 8, 2009; May 10, 2018

PROTECTION OF COPYRIGHT

It is the intent of Wadsworth Library to comply with Title 17 of the United States Code, titled "Copyrights," and other federal legislation related to the duplication, retention, and use of copyrighted materials. A notice of copyright shall be affixed to any library equipment capable of duplicating or reproducing copyrighted materials.

Audiovisual materials for which the Library has purchased public performance rights will be so indicated in the bibliographic record. Items without public performance rights are for personal and home use only. Library staff will follow copyright law in selecting and using materials for public performances.

Computer software applications are licensed to Wadsworth Library and may not be duplicated.

Policy Adopted: May 10, 2018

CURRENT VALUES

LOAN PERIODS AND LIMITS

The majority of items within the Library's collection may be borrowed for twenty-one (21) days. If the due date falls on a holiday when the Library is closed, then the loan period will be extended until the next day that the Library is open. Loan periods for materials from other libraries will be adjusted, whenever possible, to conform with Wadsworth Library's loan periods.

Special periods have been established for the following library materials:



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- DVDs: seven (7) days.
- TV Series DVDs: twenty-one (21) days.
- Video games: seven (7) days.

The following subject and media limits have been established:

- No limit on music CDs per card.
- No limit on books on CD per card. • Five (5) DVDs per card.
- One (1) video game per card.

RENEWAL PERIODS

A renewal only may occur if no other patron is waiting for the item. Renewals apply to Wadsworth Library materials as well as OWWL Library materials. If another library has a hold on a book, the OWWL System will not allow it to be checked out. Renewals now take place automatically on the item's due date if no one else is waiting for the item.

- Books – two (2) renewals.
- Magazines – two (2) renewals.
- Music CDs – two (2) renewals.
- Books on CD – two (2) renewals. • DVDs – two (2) renewals.

FINES

There are no fines for overdue library materials, but the user is responsible for all items signed out on his/her card.

FEES

Lost library cards: \$1.00

Lost media cases and bags: \$2.00 Returned check fee \$35.00 plus amount of check

Lost or damaged items are assessed at their current, full replacement costs. The Library does not accept replacement materials unless a special arrangement is made with the director. If the item is found, then a refund of the replacement cost will be made upon presentation of a receipt within one week.

Borrowing privileges are suspended when a user owes \$5.00 or more.

Responsibility for Upholding
DIRECTOR

Adopted by Board of Trustees May 10, 2018
Updated by Board of Trustees May 14, 2020