WadsworthLibrary

LENDING RULES POLICY

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 the Acceptable Identification Section.

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 old or older to register for a card. 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 District service area are issued a library card, at no charge, upon presentation of acceptable identification as described in the Acceptable Identification Section. SUNY Geneseo students must have their cards renewed every six months at which time acceptable identification will be verified.

Special permission for obtaining a library card without fulfilling these requirements may be granted by the Library Director.

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 that was adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

ACCEPTABLE IDENTIFICATION

When registering for a card, the borrower must provide valid government issued identification and valid address. If proof of current address is not immediately available, the library card may be issued with the notation that the patron will provide proof within 60 days.

Minors ages 5-18 may register for a library card with parental or guardian approval. A parent or guardian is required to provide acceptable identification. It is understood that the parent or guardian is responsible for all materials borrowed by the minor.

BORROWING LIBRARY MATERIALS

RESPONSIBILITY

In order to borrow library materials, a patron must present a valid library card or acceptable identification, as described above 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.

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:

- 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.
- Two (2) video game per card.

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

RENEWALS

A circulating item may be renewed twice (excluding special items) if it is not on hold for another patron. Current renewal periods are outlined below. 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.

- Books – two (2) renewals.
- Magazines – two (2) renewals.

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

RETURN OF ITEMS
Items may be returned to any library in the OWWL Library System (excluding special items). 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-eight (28) days late. The third notice is a lost item collection notice that is sent out after the items are at least thirty-five (35) days 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.

CHARGES AND FEES

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

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.

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

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

Policy Adopted by the Wadsworth Library Board of Trustees: February 8, 2024