

Groton Public Library Circulation Policy

1. Confidentiality of Library Records

The Library's circulation records and any other records which identify and relate the names of library users with specific materials are confidential. Such records will not be released or used for non-library purposes except pursuant to a subpoena from a court of law or other valid process which specifically identifies the information required and the purpose for the request

General public access to such circulation statistics invades the privacy of the individual patron and would tend to discourage the freedom of inquiry into sensitive or unpopular subject matter.

New York State Civil Practice Law & Rules Section 4509:

"Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college & university libraries & library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential & shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library & shall be disclosed upon request or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute."

Upon receipt of a subpoena, court order or other legal process, the library's officers will consult with their legal counsel to determine if such subpoena, order or process is in proper form and if there is a showing of good cause for its issuance; if the subpoena, order of process is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

2. Overall Policy

- A. Users must be registered for a library card. Children age 17 and younger must have a parent signature to register for a library card. Current driver's license or other ID is required for adults to obtain a library card or to register a child for a library card.
- B. Users must be in good standing to check materials out of the library.
- C. Books, magazines, and audiobooks circulate for three weeks. Videos of two or less and games circulate for one week. Multidisc sets of three or more circulate for two weeks. Circulation of videos is limited to patrons 18 or older.
- D. First time users are limited to two items per patron or five items per family.
- E. Number of items allowed per card is limited to 30 total items for all patrons. Special circumstances will be addressed by the Library Executive.
Number of items allowed by material per card:
DVDs – 5
Audiobooks – 5
Games – 2
- F. Current issues of periodicals do not circulate. Newspapers generally do not circulate. Reference books and local history materials in the reference area do not circulate.

3. Renewal Policy

Renewals are allowed either by telephone, email, computer, or in person for items not on hold. Renewals cannot be made on overdue items until the fine is paid except in unusual circumstances. One renewal is allowed if there are no holds on these materials.

4. Hold Policy

Holds may be made for any circulating materials owned by the library. Users will be called, emailed, texted or notified by postcard when the material becomes available. Holds are made on a first-come, first-served basis.

5. Overdue Policy

An overdue list is computer-generated by the library staff once a week. Library staff will contact users about items which are ten days or more overdue. After thirty days, a bill for replacement and a processing fee will be sent.

Fines for all items except children are \$.25 per day with a maximum item fine of \$5

No fines on any children's materials

There is a fine limit of \$5 per item. Borrowing privileges will be revoked for any user with fines \$10 or more. Only when fines are paid will the user's active status be reinstated.

6. Lost/Damaged Materials

Borrowing privileges will be blocked for users who have fines of \$10 or more. Borrowing privileges will be reinstated when the fine is paid or below \$10. Replacement costs will be calculated by library staff.

7. Interdisciplinary Loans

The library will request materials which it does not own for its patrons through the Finger Lakes Library System according to the System's guidelines. Users must have a valid library card for such a request. Interlibrary loan materials may be renewed if no hold has been placed on them. Patrons having outstanding fines must be reinstated before receiving interlibrary loan materials.

8. Circulation Policy for All New Items at the Groton Public Library

All new items will be restricted for six months to Tompkins County patrons only with pick-up at Groton given preference.