

Barker Public Library Circulation Policy

Purpose

The Circulation Policy of the Barker Public Library exists to facilitate community access to the materials and information contained in the library's collection.

Eligibility for a Library Card

In order to borrow materials from the Barker Public Library and to have access to computer and online services, library users must have a valid Barker Public Library card or a valid card from a library in the NIOGA Library System. Non-residents are charged \$40.00 annually for a library card.

Applicants must show photo identification which verifies a current residential address. Forms of ID may be a driver's license or student ID.

Applicants must be at least five (5) years of age. For all applicants under the age of eighteen (18), a parent or legal guardian must be present in person with the applicant.

Lending Rules and Procedures

Books in the regular collection, periodicals and juvenile books may be borrowed for a three (3) week period, with the option to renew for another three(3) weeks, unless the material has been requested by another patron. CDs and DVDs may be borrowed for two (2) weeks with the option to renew for another two (2) weeks, unless the material has been requested by another patron. New books have a two (2) week period with the same option to renew.

A patron can renew material in person, by phone or online. A patron may check out up to twenty-five (25) print items at one time. A limit of three (3) DVDs and CDs may be checked out. A patron must be eighteen (18) years or older to check out DVDs or CDs.

Overdue Materials

Overdue fines are assessed for items returned past their due date. Fines are charged to encourage library users to return their materials by the designated due date so they are available to other users. Patrons are informed when they have overdue materials by phone, e-mail or letter.

Fine rates and length of loan are as follows:

1. Books and juvenile books: .05 per day after 21 days
2. DVDs and CDs : \$1.00 per day after 14 days
3. New books: .05 per day after 14 days
4. Homebound: 14 days, no fines

Lost Items

When an item has been lost or damaged severely enough to require replacement, the library user will be charged the original retail price of the item. A \$1.00 processing fee will accompany each lost item.

Confidentiality of Patron Records (NYS Law)

Pursuant to New York State Law, the Barker Public Library shall not disclose any record of information that identifies a user of library services as requesting or obtaining specific materials or services or as otherwise using the library.

Adopted April 25, 2016

Reviewed and revised May 10, 2021