

# **CIRCULATION POLICY**

The Board of Trustees of the Scarsdale Public Library is dedicated to establishing policies that make the Library's resources available to all cardholders for borrowing with as few restrictions as practical. This policy encourages the use and borrowing of the Library's print and non-print materials. The Library seeks to have as few restrictions on the flow of information as possible while protecting its resources. In order to provide an adequate selection and equal access to materials, the Library charges overdue fines and sets limits on the length of loan periods, renewals and reserves.

The Library does not maintain records of what individuals have borrowed and returned in the past, except when overdue fines have not been paid. The Library will not disclose a borrower's personal information to others unless required to do so by law.

## **BORROWING PRIVILEGES**

Adults and children who live in the Village of Scarsdale are eligible for a free library card. The card will be honored at all Westchester County public libraries. Appropriate personal identification is required with proof of name and street address when applying in person. Patrons may also apply online on the Library's website. Users are responsible for notifying the Library of subsequent address, phone number, email or name change.

The borrowing privileges of a library card holder in good standing are limited only by the restrictions upon specific kinds of circulating materials. Restrictions may include, but are not limited to, type of material, number of books on a particular subject and total number of items that may be borrowed at any time.

Library users are responsible for the library materials checked out on their cards and for overdue fines and charges incurred for lost or damaged materials. If a library card is lost or stolen, the user must notify the Library immediately.

To ensure confidentiality and expedite service, library users must present a library card in order to borrow materials. Should the library user not have his or her library card, the Library will require a valid government issued photo ID for identification.

## LOAN PERIODS- ADULT DEPARTMENT

| Item             | Renewals | Loan Period |
|------------------|----------|-------------|
| Books            | 1        | 21 days     |
| New Books        | 1        | 14 days     |
| Speedy Books     | 0        | 7 days      |
| Trade Paperbacks | 0        | 14 days     |
| Audio Books      | 1        | 21 days     |
| DVDs & Blu-rays  | 1        | 7 days      |
| Reference Books* | 0        | Overnight   |
| Magazines**      | 1        | 7 days      |

\* Patrons may check out one Reference Book at a time. Reference Books can be loaned to Scarsdale cardholders only.

\*\* Current issues of magazines and magazines held in storage do not circulate.

## LOAN PERIODS- CHILDREN'S DEPARTMENT

| Item                                   | Renewals | Loan Period |
|--|----------|-------------|
| Books                                  | 1        | 21 days     |
| Non-fiction books                      | 1        | 21 days     |
| Holiday books (at time of celebration) | 0        | 14 days     |
| CD Audiobooks /Playaways               | 1        | 21 days     |
| Music CDs                              | 1        | 21 days     |
| DVDs & Blu-rays                        | 1        | 7 days      |
| Magazines**                            | 1        | 7 days      |

\*\* Current issues of magazines and magazines held in storage do not circulate.

The Library reserves the right to impose temporary limits periodically.

## RENEWALS

Material may be renewed in person, online and by telephone. Material may be renewed for one additional circulation period. An item may not be renewed when it is on reserve for another library user. Items will renew automatically on the due date for the same loan period when checked out at Scarsdale Library.

## RESERVES

Requests for material owned by the Scarsdale Public Library and other libraries within the Westchester Library System may be placed in person at the Reference Desk, online and by

phone. Regular circulating material other than Speedy Collections, Children's holiday books and magazines may be reserved. Library users are notified by telephone, email and/or text when reserved material becomes available. Items are held for 8 days after notice is sent.

## **INTERLIBRARY LOAN**

Requests for interlibrary loan of print materials owned by libraries outside the Westchester Library System are accepted in person at the Reference Desk, by phone or by following the appropriate link at <http://www.westchesterlibraries.org/> under accounts/catalog, ILL Services, to submit a request online. Library users are notified by telephone, email or text. Items are held for 8 days after notice is sent.

## **LOCAL HISTORY COLLECTION**

The Local History collection is available for on-site use only, with the exception of photographic material. Patrons may borrow photographs, slides, etc., of which the Library owns negatives or additional prints. Unique items may be borrowed with the permission of the Director.

## **OVERDUE FINES**

Please refer to our Borrowing and Overdue Fines Policy.

## **LOST OR DAMAGED MATERIAL**

The Library charges full replacement cost for materials which are lost or damaged so badly that they can no longer be used. Condition is determined by the Library Director. Patrons may purchase an unused copy of the same binding (hardcover or paperback) upon department approval. When an item remains unreturned for 60-days after the end of the borrowing period, it is considered to be lost. The library user will be sent a bill charging the current replacement cost of each lost item. If a lost item is returned within 6 months, a refund of one-half the replacement price will be made, provided that the item is in usable condition and the borrower has the original receipt. After 6 months, no refund will be made.

## **SUSPENSION OF BORROWING PRIVILEGES**

The Library may deny borrowing privileges to library users who fail to return lost material with cumulative replacement costs exceeding \$25.00. Borrowing privileges will be reinstated upon restitution.

*Approved by the Scarsdale Public Library Board of Trustees October 2007*

*Updated June 2020*