



Galway Public Library •  
P.O. Box 207  
Galway, NY 12074 I I  
(518) 882-6385

## CIRCULATION AND USE POLICY

### I. BORROWING PRIVILEGES

#### A. Use of Materials

1. During scheduled open hours, library materials may be used by anyone within the library, but only registered library patrons may borrow materials for use outside the library proper.
2. Library patrons may borrow up to ~~forty-five materials~~ books and five audiovisual items on a card per library visit. ~~during their first visit to the library.~~
3. ~~Thereafter, patrons may borrow up to ten materials at one time.~~

#### B. Registration of Borrowers

1. Applicants must present acceptable proof of address physical address when filling out the application form.
2. Summer residents must register their home address and telephone number as well as their local address.
3. Children under the age of 12 may have a library card at the discretion of a parent/guardian who accepts financial responsibility for materials borrowed. Children must be able to sign the library card to register. The parent/guardian must sign the application form.
4. Children age 12 and over are not required to obtain a parent signature when registering for a library card.

### II. CIRCULATION

**A. Reference Materials** - Reference materials may not be taken from the building except at the discretion of the library staff.

**B. Local Materials** - Local materials deemed by the Collections Committee to be fragile, essential to research, or difficult to replace shall be placed in locking bookcases and shall not be removed from the library. These items may be viewed within the library during open library hours by asking for a clerk's assistance.

#### C. Loan Period

1. All non-new books and audio books are available for a four-week loan period.
2. All new books, new audio books, and periodicals are available for a two-week loan period.
3. ~~Videotapes and New DVDs~~ are available for a three open library day loan period.

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(days that the library is closed are not counted).

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4. Non-new DVDs go out for one week.

4. 5. ~~Materials not returned within these time periods are considered overdue (see "Overdue Materials").~~

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#### ~~D.A. Overdue Materials~~

~~1. Materials are overdue one month:~~

~~Patron receives phone call of notification from library staff.~~

~~2.1. Materials are overdue two months:~~

~~Patron receives letter with titles of materials and replacement cost.~~

~~3.1. Materials are overdue three months:~~

~~Patron receives letter of notification that library privileges are suspended until materials are returned or replacement costs are paid.~~

~~4.1. Materials may not be renewed once they are one month overdue.~~

~~5.1. Materials that are not returned within six months are assumed to be lost and will be removed from the computer system. They will be added to a list of books to be replaced at the discretion of the Library Director.~~

#### ~~E.D. Renewals~~

- ~~1. Non-new materials may be renewed for an additional four-week period if requested. New materials may be renewed for an additional two-week period if requested. Further renewals may be granted at the discretion of the library staff.~~
- ~~2. Materials may be renewed over the telephone or internet if the patron can provide the title, author, and date due.~~
- ~~3. Materials that have been requested by another patron may not be renewed.~~

#### ~~F.E. Reserves & Interlibrary Loans~~

- ~~1. Staff will maintain a list of materials requested by patrons. The next Materials may be reserved online, in person, or on the phone. Materials are available in order of request/by library. Patrons on the list will be notified by email or phone when the material is returned available at the library to borrow.~~
- ~~2. Requested materials will be held for one week. At the conclusion of that week, the item will be available to the next person on the list or returned to SALS in the next Monday delivery. or shelved for general circulation.~~

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#### ~~G. Interlibrary Loans~~

- ~~1. Patrons are encouraged to use the SALS online catalog and fill out request slips for interlibrary loan materials. Staff will assist when necessary.~~
- ~~2.3. Patrons will be notified by phone when the materials have arrived. If the patron does not pick up the material within one week, it will be returned on the next SALS delivery day.~~
- ~~3. Interlibrary loan materials have a four-week loan period and are eligible for one four-week renewal period.~~

#### **F. Overdue Materials**

**1. Materials are overdue one month:**

Patron receives phone call of notification from library staff.

**2. Materials are overdue two months:**

Patron receives letter with titles of materials and replacement cost.

**3. Materials are overdue three months:**

Patron receives letter of notification that library privileges are suspended until materials are returned or replacement costs are paid.

**4. Materials may not be renewed once they are one month overdue.**

**5. Materials that are not returned within six months are assumed to be lost and will be removed from the computer system. They will be added to a list of books to be replaced at the discretion of the Library Director.**

### **III. LOST OR DAMAGED MATERIALS**

A. Patrons will be expected to reimburse the library for lost or damaged materials.  
Charges will be based on replacement cost.

B. Failure to pay for lost or damaged items will result in suspension of library privileges until the situation is resolved.

B.C. Materials owned by Galway Public Library may be replaced by the patron purchasing a copy of equal condition and value.

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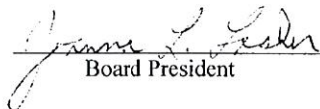
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#### IV. CONFIDENTIALITY OF LIBRARY RECORDS -

The Board of Trustees recognizes that library circulation records and other records identifying the names of patrons are confidential in nature. Requests for such records will be referred to the Library Board of Trustees.

Reviewed and updated on 2/21/24.

I certify that our Board of Trustees adopted the above at a meeting held on 9/3/2008. This document reflects revisions made to the original policy adopted 11/14/00 and revised on 10/9/01 and 3/12/02.

  
Board President

## Procedures for access to locked cabinets

Materials in the locked cabinets in the front room are considered rare or fragile and require special handling for patron access. Items in these cabinets are non-circulating and must be used within the library.

1. A patron may request to view and handle materials from the cabinet.

2. Staff will obtain the key for the cabinet from the director's area in the back room.

3.2. Staff will escort the patron to the cabinets, unlock cabinet, and at the patron's direction remove materials he/she patron wishes to view.

4.3. Staff will relock the cabinet.

5.4. Staff will inventory-record the materials the patron will be viewing using the attached log sheet/ sign out form.

The patron must provide a current library card or a form of photo identification with address.

6.5. Staff will direct the patron that he/she should return materials to the staff person at the desk prior to leaving.


7.6. Staff will check the returning items against the log sheet/sign out form before the patron leaves the library.

8. The items will be placed back in the locked cabinet as soon as staff is able to do so or before the staff leave for the day, whichever comes first. Responsibility for the material belongs to the last person who signed the log sheet.

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Created July 8, 2009- rd

I certify that our Board of Trustees adopted the above at a meeting held on 08/11/09

  
Arlene Rhodes, President

  
Date