

CIRCULATION AND USE POLICY

I. BORROWING PRIVILEGES

A. Use of Materials

1. During 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 books and five audiovisual items on a card per library visit.

B. Registration of Borrowers

1. Applicants must present acceptable proof of 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 their library card. 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 library staff.

B. Local Materials - Local materials deemed by the Director 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. New DVDs are available for a three-day loan period.
4. Non-new DVDs go out for one week.
5. Materials not returned within these time periods are considered overdue (see "Overdue Materials").

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 phone or internet
3. Materials that have been requested by another patron may not be renewed.

E. Reserves & Interlibrary Loans

1. Materials may be reserved online, in person, or on the phone. Materials are available in order of request/by library. Patrons will be notified by email or phone when the material is 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.

F. Overdue Materials

1. Notification of overdue items will first be given by email, text, or phone call.
2. If the item is not returned, Polaris will declare the materials lost and charge the replacement cost to the patron's account.
 - An invoice with titles of materials and replacement costs will then be mailed to the patron.

G. LOST OR DAMAGED MATERIALS

1. Patrons are expected to reimburse the library for lost or damaged materials. Charges will be based on replacement cost.
2. Failure to pay for lost or damaged items will result in suspension of library privileges until the situation is resolved.
3. Materials owned by Galway Public Library may be replaced by the patron purchasing a copy of equal condition and value.

III. 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.

Board President

Date

Reviewed and updated on 3/20/24.

Original policy adopted by the Board of Trustees at a meeting on 11/14/00. Revised 10/9/01, 3/12/02, 9/3/2008

GPL 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.

If a patron requests to view and handle materials from the cabinet:

1. Staff will escort the patron to the cabinets, unlock cabinet, and remove materials patron wishes to view.
2. Staff will relock the cabinet.
3. Staff will record the materials the patron will be viewing using the log sheet form. The patron must provide a current library card or a form of photo identification with address.
4. Staff will direct the patron that he/she should return materials to the staff person at the desk prior to leaving.
5. Staff will check the returning items against the log sheet before the patron leaves the library.
6. 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.