



May 20, 2015

Circulation Policy

A. General Information

1. A maximum of 40 books may be borrowed on any one library card. A greater number may be checked out to a single library card at the discretion of the circulation staff.
2. A maximum of six audio media and/or video media may be borrowed at one time.
3. Reference books do not circulate except at the discretion of the director, and then only overnight.
4. Requests for renewals will be honored only if there are no reserves on the material in question. Video media can not be renewed online.
5. Books from any library in the Mid-York Library System (Mid-York) may be returned to the New Hartford Public Library (NHPL). An outside book drop container shall be available so that materials can be returned even when the Library is closed.
6. Patrons must be at least 18 years old to borrow video media.
7. See the policy on fines and fees for any associated charges.

B. Loan periods

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| 1. "New Books" (Adult) | 14 days |
| 2. All other Adult, Young Adults, and Juvenile books | 21 days |
| 3. Magazines | |
| Current issue | (Does not circulate) |
| Back issue | 14 days |

2 Library Lane
New Hartford, NY 13413
Phone: (315) 733-1535
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|----------------------------------|----------------|
| 4. Audio media | 14 days |
| 5. Read-a-long kits for Children | 14 days |
| 6. Video media | |
| Orange Dot | 2 days |
| Blue Dot | 7 days |
| Other Mid-York Libraries | 7 days |

C. Interlibrary Loans

1. Due dates and conditions of use for interlibrary loaned material are set by the lending library.
2. Books and materials borrowed from another library can be renewed only with the permission of that library.
3. The fines for damage to interlibrary loans or the cost of lost interlibrary loans are determined by the owning library not the NHPL.

Registration Policy

The NHPL issues library cards to any Mid-York Library System service area resident who desires a card and who meets the Eligibility and Identification guidelines.

The Library Board of Trustees and staff are protectors of a portion of the public trust (the library and its collections), and as such strive to issue library cards to responsible persons only.

The NHPL retains the right to deny a library card to those persons who do not meet the registration guidelines. Individuals who cannot abide by rules may have their privileges suspended or revoked.

ELIGIBILITY AND IDENTIFICATION

Adult cards (*general guidelines*) - All adults and students (18 years of age or older) residing in the System area (Oneida, Herkimer, and Madison counties) are eligible for adult cards. All applicants for adult cards must present proof of name and *current* address: driver's license, automobile registration, rent receipt, mail, report cards or check books which include home address, or similar documentation, are all acceptable as proof. Applicants must provide street address, even if applicant wishes mail sent to a P.O. box. (Note that data will be entered so that mail, such as overdue notices, will be sent to P.O. box, if applicant so desires.) Applicants are asked to complete the application form and to write their name legibly on their library card. If they are unable to do so, and so inform staff, they may be assisted by New Hartford staff, accompanying friend, or family. [Please see paragraph on *Handicapped or disabled persons*

below for additional guidance.]

Juvenile cards (*general guidelines*) - All children under 18 years of age who reside in the system area and who can print or write their first and last names on the application form are eligible for juvenile cards. A parent's or guardian's signature is required on the application form.

Parents are the best judges of their children's abilities. Therefore, we have no specific age guidelines. Most children receive their own cards between the ages of 5 and 7 years. All adults are permitted to borrow juvenile items on their cards, so there is no urgency in obtaining a card for a child. Library cards are not issued to infants and toddlers.

Children may be assisted by parent or guardian, in signing the application or library card. Parents are responsible for overdue, lost, stolen, misplaced, or damaged items borrowed by their minor child. [Please see paragraph on Handicapped or disabled persons below for additional guidance; as well as note "***" at end.] For minors who have no I.D., verbal confirmation from a parent or guardian is also acceptable providing the parent has proof of present address. Exceptions to the policy may be made by the Director on a case by case basis.

**** NOTE REGARDING REQUIREMENT FOR CHILD'S SIGNATURE****

New Hartford Public Library believes that obtaining a library card is a significant event for a child. Possession of this card enables the child to share with others a portion of the public trust. All card holders are expected to use the library and its holdings in a responsible manner. *The child's willingness and ability to "sign" his/her name is seen as a modest manifestation of his or her ability to recognize, and his or her willingness to accept responsibility.* This ritual is common in public libraries throughout the United States and is not intended to deny any child access to our collection. Parents wishing to have this requirement waived may do so.

People with Disabilities (*general guidelines*) - Staff will make every effort to assist those with disabilities. Adults and children who otherwise meet registration requirements, but who are unable to write their names and/or fill out forms because of disability, handicap, or illiteracy, may be assisted by staff, parents, guardians, caregivers, counselors, family, or friend.

People with disabilities, including those served by the Developmental Disabilities State Operations (DDSO), who are attended by and/or in the care of therapy aides, counselors, guardians, or other caregivers may be assisted in the registration process: caregivers are requested to sign the "care of" portion of the application. (Caregivers may charge books out on their own cards for their clients, if they choose to do so; in this case, the caregiver should be reminded that he or she will be held responsible for lost or damaged books and fines.) People with mental and developmental disabilities who are unaccompanied and who meet our registration requirements are registered through the usual process. If necessary, these individuals are permitted to sign the application form with an "X". Staff will then write in applicant's name and initial card.

Homebound or bedridden persons, including residents of health-related facilities and nursing homes, may be registered by requesting an application via telephone or family/friend/caregiver. Applications are mailed or delivered by family/friend/caregiver. Applicants who are unable to complete the application may be assisted. Their caregiver may sign the "care of" portion of the application. If caregivers prefer to bring applicant's I.D. to the library, they may obtain a library card for the applicant providing they (the caregiver) sign the "care of" portion of the application, and provide their own acceptable I.D. Applicant, caregiver, or staff may write the registrant's name on the library card.

OUT-OF-SYSTEM BORROWERS

New Hartford Public Library is chartered to serve the Town of New Hartford. Additionally, as a member of the Mid-York Public Library system, the library serves the geographic area of Oneida, Herkimer, and Madison counties. As a courtesy, some individuals who reside outside the three-county Mid-York System Area may be issued a card with the approval of the Library Director.

Naturally any person is welcome to use the library's resources in- house.

As a general rule, out-of-state residents may use resources in-house only. Exceptions may be granted at the discretion of the Library Director or a Senior Staff employee on an individual basis.

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Revised: April 18, 2012

Revised: May 20, 2015 as Circulation Policy

Revised May 15, 2019