



Clinton-Essex-Franklin Library System *Circulation Policy*

*Adopted by the Board of Trustees
February 15, 2011*

Applies to: Union Employees, Management Confidential Employees, Board of Trustee, Patrons and Volunteers

I. PURPOSE: The circulation policy of the CEFLS exists to facilitate member libraries, bookmobile patrons and other institutions' access to materials and information contained in its collections.

II. ELIGIBILITY AND REGISTRATION: The Clinton Essex Franklin Library System (CEFLS) lends materials to institutions and agencies, including libraries, senior living centers, correctional facilities and schools. The CEFLS bookmobile loans materials to individuals in Clinton, Essex and Franklin Counties of New York.

Categories of eligibility:

Anyone living, working, attending school or owning real property in Clinton, Essex or Franklin County is eligible for a bookmobile card free of charge. Bookmobile patrons must register on the bookmobile and have a current bookmobile library card to borrow materials.

The bookmobile card may be used only on the bookmobile. Patrons may have an additional library card at their nearest public library for use at any CEFLS library.

Each borrower is financially responsible for all library materials checked out, as well as those of their children (through the age of 18).

Children under 12 must be accompanied by a parent or guardian to obtain a bookmobile card. Those aged between 12 and 18 are eligible for their own bookmobile cards, with written approval of a parent or guardian.

Patron records are purged from our automated system after three years of inactivity.

Agencies and institutions must be registered by contacting CEFLS headquarters before borrowing materials.

An agency or institution must provide contact information which includes the name of someone who will be responsible for ensuring return of items.

III. LOAN PERIODS AND LIMITS:

Loan periods:

Bookmobile items are loaned for 28 days, except for downloadable audiobooks. Loan periods for these are determined by the vendor. If items are picked up at CEFLS, they are due at the time of the patron's next bookmobile stop.

Collections of materials may be sent to member libraries, agencies and institutions. These rotating collections are loaned for 56 days. Interlibrary loan materials loaned to member libraries are loaned for 28 days, unless the lending library has a different circulation period.

Loan limits:

Bookmobile patrons may have up to 30 items checked out at one time. Of these 30 items, up to five items can be audio visual materials (DVDs, audio books). As determined by vendor policy, up to 10 downloadable audio books may be checked out at one time and are not counted in the 30 items per visit limit. Items on request for other patrons may not be checked out.

Patrons of the bookmobile and CEFLS automated libraries are limited to 10 active hold requests at one time. This includes requests not yet filled and holds waiting to be delivered.

Equipment and realia:

These may be loaned to agencies and libraries at the discretion of CEFLS staff. Equipment includes projectors, projector screens, laptop computers, handheld computers for inventory, and desktop computers. Loan periods are set by CEFLS staff. Borrowers have to certify financial responsibility for borrowed equipment in writing.

Renewals:

Bookmobile patrons may renew items once, for 28 days. Patrons may renew items by visiting the bookmobile or by calling CEFLS headquarters. Magazines, items borrowed from other libraries, and items requested by other patrons are not renewable. Renewal of downloadable audiobooks is determined by vendor policy. Agencies, member libraries and institutions may renew CEFLS items once, for 14 days. Items requested by patrons or agencies may not be renewed. Requested items borrowed from other libraries may be renewed if allowed by the lending library.

IV. OVERDUE AND LOST ITEMS: Overdue notices are sent to all borrowers, agencies and interlibrary loan partners 14 days after the due date. A final notice is generated 21 days after the due date.

There are no overdue fines for bookmobile or CEFLS materials.

Patrons and agencies are charged for lost or damaged items. Replacement charges are:

- Purchase price of the item, if known
- Hardcover books: \$20.00
- Paperback books: \$5.00
- Videos and DVDs: \$20.00
- Audio books (entire item): \$20.00

A \$10 processing fee is charged for each item.

If a bookmobile patron reaches an unpaid balance of \$100, borrowing privileges will be suspended until payment arrangements are made.

If a member library, agency or institution reaches an unpaid balance of \$150, borrowing privileges may be suspended until the items are returned, “claimed returned” or a lost items invoice has been resolved.

CEFLS accepts the following forms of payment:

- 1) Cash, money orders or cashier's check
- 2) Personal check made out to the "Clinton-Essex-Franklin Library System"

The bookmobile staff does not accept money or issue refunds.

If an institution or borrower cannot pay the total amount due, the CEFLS director or her designee can establish a payment plan.

Refunds will be issued if a lost item is returned within one year after payment. The processing fee is non-refundable.

V. PICKUP AND RETURN OF ITEMS: Bookmobile patrons may pick up items on the bookmobile or at CEFLS headquarters in Plattsburgh. Items may be returned to the bookmobile (preferred) or to the CEFLS headquarters. Bookmobile items must be clearly identified.

Van delivery service is used to deliver items to member libraries, correctional facilities, senior living centers and BOCES locations. Other agencies or institutions may pick up and return items to CEFLS headquarters.

VI. SPECIAL SERVICES

Interlibrary Loan: Items in the CEFLS member library collections are generally available through interlibrary loan. Lending policies are determined by individual libraries.

Books are loaned to member libraries and correctional facilities for 28 days, unless otherwise noted by the lending library. Books borrowed on behalf of and loaned to bookmobile patrons circulate for 28 days.

Libraries online with the CEFLS automated system should use the system to submit requests electronically.

The following items may be limited to circulation within the CEFLS service area:

- Bestsellers
- High-demand books (book clubs, movie tie-ins, etc.)
- New books (books purchased within the last six months)

Requests: Bookmobile patrons may request items from collections within the library system. Requests may be submitted electronically, in writing, on the bookmobile, or by telephone. Requested items are delivered by the bookmobile or may be picked up at CEFLS headquarters.

Correctional facilities and member libraries may place requests electronically, by using the CEFLS interlibrary print form, or by telephone. Requested items are delivered via the CEFLS van delivery.

Items on the bookmobile are not available for circulation to member libraries.