

Oriskany Public Library

Circulation Policy

Purpose:

To document criteria for circulation of materials belonging to Oriskany Public Library.

Service Area (Eligibility of Use):

Oriskany Public Library was chartered to serve all residences within the boundaries of the Village of Oriskany. Our normal service area has since been expanded to include the entire Oriskany School District. The Oriskany Public Library will not register loan materials to anyone residing outside the Mid-York Library System.

Library Cards:

Registration Policy

The Oriskany Public Library registers anyone who resides within the Mid-York Library systems (Oneida, Madison, and Herkimer counties). Registrants must present appropriate identification (Driver's license, Student ID, etc.). Children under 12 years of age must have signed consent of their parent or guardian.

Lost Cards

Replace 1st card free; \$.50 per card thereafter.

Materials Loan Policies

Loan Periods

- Two weeks on all books and books on tape
- Two week on periodicals
- Two week on CD'S and VHS
- DVD'S 3 day with dollar donation
- Two week on children's read-a-long audio cassettes.

Telephone Services

The following Library Services are available via telephone:

- Renewal of Books
- Reserving of books and other materials
- Requesting of interlibrary loan materials
- Reference service

User Fees

\$.25 Black & White Copy Fee

\$.50 Color Copy Fee

\$1.00 Sheet Fax

Limitations

- Maximum 10 items (except video cassettes)
- Maximum 3 DVD & VHS cassettes (5 at discretion of Library Director)
- Maximum number of outstanding over-dues - 2
- Maximum total fine per borrower - \$10.00
- Maximum number of items a borrower may have on request at once - 20
- Maximum days a request is good - 45
- Online holds will remain active until filled or cancelled
- Number of days since last activity before considering borrower inactive - 360
- Borrower card life expires every 3 years

Special Loans

Exceptions to loan policies can be made at the sole discretion of the Library Manager. These include loans of reference materials and extended loans of any materials for educational use or special circumstances such as vacations.

Renewal of Materials*

Library materials may be renewed 3 times once—
Materials on a "request list" (Hold) may not be renewed. The same will be for books borrowed from another library.

*Library Manager has discretion to renew any materials

Fines

\$0.10 per day/item for all items except video
cassettes

\$2.00 per day/cassette for videos.

Notices

Overdue notices are sent by Oriskany Public Library
upon notification of Mid York. Three weekly
notices are sent after which billing begins.

Lost and Damaged Materials

Replacement Cost

Suspension of privileges

After 3rd Billing Notice

When \$20.00 or more is due to the Library

Non-Appropriate behavior in the library at discretion
of Library Director.