

Unadilla Public Library Circulation Policies

Library Cards:

A library card is required to check out materials.

Library cards are free of charge to residents who have photo identification. Patrons under the age of 16 must have a parent or legal guardian's signature. Residents may download and print an application (Library Card Application) or pick one up at the Unadilla Public Library or one of the other branches. A valid library card can be used at any of the libraries in the Four County Library System. It can also be used on https://fcls.ent.sirsi.net/client/en_US/fcls to place holds and renew items online. Materials can be returned to any other Four County Library. Borrowers are responsible for all materials borrowed on their card. Parents or guardians are responsible for books loaned to minors (under the age of 18). The library must be notified of lost or stolen cards and changes of address or phone numbers. All personal information will remain confidential.

The Unadilla Public Library reserves the right to refuse loans to patrons who owe fines or who have a consistent record of overdue, lost or damaged books.

There is a \$1.00 charge for replacing a card.

Renewals:

All Unadilla Public Library materials may be renewed two times. The first renewal is automatic.

New materials and items that are on hold for another patron cannot be renewed.

Interlibrary loans are allowed one renewal.

Items may be renewed in person, online, or by telephone.

Fines and Fees:

1. The Unadilla Public Library is a fine free library. This excludes lost, assumed lost, damaged items or fines from other libraries.
2. On the day after the due date, all materials will be considered overdue if they have not been renewed.
3. When the maximum fee balance of \$5 has been reached, the item status will change to lost and the replacement fee for the material will automatically be added to the patrons account balance.
4. Any patron with an account balance of \$5 or more from any Four County Library System Library shall forfeit borrowing or renewal until materials are returned and fees are paid.

5. Patrons should resolve disputed fees before paying them. Once a payment for library fees has been accepted, monetary refunds will not be issued.

- **Patrons experiencing unusual difficulty in returning their materials or paying their fines should contact the library staff.**

Lost or Damaged Items:

Loss or damage of a Unadilla Public Library item will result in the patron being charged for the cost of replacement or repair. Replacement cost is based on current cost in standard price catalogs. The patron will receive a letter in the mail notifying them of their assumed lost items in our records.

Interlibrary Loans (ILL):

The Unadilla Public Library participates in the interlibrary loan program of the Four County Library System. The library will request and supply materials for its patrons from other libraries in the system. Requests for materials can be made online, by phone, or in person at the library. Patrons may have interlibrary loan materials delivered to any library in the Four County Library System. ILL materials will be held for two weeks and returned to the lending library if the patron doesn't respond to phone messages.

Patrons must honor any restrictions placed on items by the lending library, as well as the due date set by the Unadilla Public Library. If an extension of a loan is requested, the Library will renew the item once if there is no hold on it. Additional renewals are at the discretion of the lending library.

Interlibrary loans of reference materials, fragile items, and many current materials often cannot be provided. There is no guarantee that a requested item will be received. The delivery date of an item cannot be guaranteed.

Patrons are responsible for payment for any ILL item that is lost or damaged upon its return to Unadilla Public Library.

The Unadilla Public Library will not request or lend items outside the Four County Library System.

Adopted: January 20, 2020

Revised: December 12, 2022