



Brunswick Community Library

Brunswick Community Library Circulation Policies and Procedures

Policy:

This policy provides guidance for circulation activities. The key points of this policy will be summarized in a brochure made available to all patrons of the Library. This brochure will be provided to every community member when a library card is issued, replaced or renewed, or when there is a question about circulation policies.

Who may have a Brunswick Community Library card?

- All community members upon registration, will receive a Brunswick Community Library Card, if they reside in the Brunswick area. If they live outside of the area, a Upper Hudson Library System (UHLS) card will be given instead.
- Children 12 and under, upon registration, will receive a Brun Jr. Card, if they reside in the Brunswick area, with a parent/guardian signature.
 - If the parent has a BRUN or UHLS library card, the Brun Jr. Card will be linked to the parent's card.
 - When children turn 13, a new Brunswick Community Library card may be issued, and cards will continued to be linked until the patron turns 15.

In accordance with New York State confidentiality laws and professional guidelines of the American Library Association, the Library will not divulge what materials users have checked out. Parents who wish to monitor what their children check out are strongly encouraged to accompany them to the library. However, if the child is 14 or younger, and cards are linked, staff may inform the parents/guardians of items, as parents/guardians are the responsible party.

Who may borrow books from Brunswick Community Library

Anyone with a valid UHLS Card may borrow items at the Brunswick Community Library.

Identification for Registration

The Brunswick Community Library accepts the following identification for registration:

1. Driver's license with current address OR
2. Photo ID with a utility bill with current address

*A parent/guardian must be present for a child, 12 and younger, to receive a Brun Jr. Card and provide the correct identification.

Borrower Responsibility

The borrower is responsible for loss or damage to any borrowed materials. Items lost or damaged beyond repair will be replaced at the cost established by the UHLS as current typical replacement prices.

Failure to pay for or replace lost or damaged library materials will result in loss of library borrowing privileges. Parents are responsible for items lost or damaged by children 12 and younger, and will lose borrowing privileges for outstanding, lost or damaged items. Children 13 and older are responsible for their outstanding, lost or damaged items.

Lost cards

The replacement cost for lost or damaged cards is \$1.00. This may be waived at the discretion of the staff.

Circulation periods for a Brunswick Community Library Card

The standard circulation period is four weeks, with 2 renewals if not requested by another patron, with a maximum of **50** items out to any one borrower. Exceptions:

- Juvenile holiday titles: 2 weeks, renewable if not requested by another patron
- New books: 2 weeks, renewable if not requested by another patron
- Musical CDs: 2 weeks, renewable, if not requested by another patron
- Movies: 1 week, renewable, if not requested by another patron
- Magazines: two weeks, renewable if not requested by another patron

Materials that do not circulate

Reference materials, i.e local history. Special permission from the Director may be granted to check out reference material on a case by case basis.

Requested Books

Patrons receive notification by phone or email that a requested book is ready to be picked up. The patron chooses the format of notification at registration and may choose to change the format at any time. Patrons must give staff verbal or written notice that family members or friends are allowed to pick up for them. A note will be placed in the patron's account to alert staff and cards will be linked.

*Please note that this may not be the policy at other libraries in UHLS, and cards may not be transferrable between family members.

Returning Materials

Materials may be returned in person or placed in the book drop at any library in the UHLS. The book drop is open 24 hours a day.

*We request museum passes to be returned in person at the Brunswick Community Library, however, if the library is closed they may be placed in the book drop.

****Fine Free Policy for Brunswick Community Library ****

There is no standard late fee or fine for library materials at the Brunswick Community Library.

The Brunswick Community Library has a policy of a one-day grace period for overdue items. A grace period is also enacted when the library is closed due to inclement weather or holidays. If **any item** on a patron's card is overdue, damaged, lost or in any other way delinquent, all library privileges, including borrowing materials and use of public computers, are suspended until that delinquency has been corrected.

*Please note that this may not be the policy at other libraries in UHLS. When a Brunswick Community Library Card holder uses their card at another library, they are subject to that library's overdue fine rules.

Overdue fines for Brun Jr. Cards

If a Brun Jr. card holder has any items out that are delinquent, **the card holder and parent/guardian linked to the child's card** may not check out any more materials until the delinquent item has been returned or renewed.

Amnesty Weeks

The Library will hold an Amnesty program period each year in November called, "Can Your Fines" to encourage the return of long overdue books and to eliminate fines by donating canned goods.

Patron Confidentiality

Patron confidentiality is important when working with circulation records. It is the law in New York--and it is a professional standard.

When dealing with a child patron, please use your best judgment. If the child is 12 or younger, we will allow the parent to inquire about materials, as they are the responsible guardian and should be linked to the child upon registration.

Lost or Damaged Books

Lost or damaged resources, that are not owned by Brunswick Community Library, are to be replaced at the value established by that library in the UHLS and need to be handled by the library whose item was lost or damaged.

Books and other media often become damaged from normal wear and tear. We will not charge patrons for materials demonstrating wear or damage beyond the control of the borrower.

We routinely weed and purchase our materials and appreciate community member feedback. Please let us know if a CD or DVD does not work, and we will update or replace it.

Claimed Returns

When community members claim that they have returned an item, but it is not on the shelf and still checked out to the them, this is known as a "claimed return." The claimed return will be noted in the card holders database record. After the second claimed return, the patron will meet with the Director to have the situation assessed.

Approved by Board of Trustees June 13, 2000
Age Requirement Updated and Approved July 11, 2001
Maximum fine limit change approved August 2005
Updated Feb 2006, Jan. 2010
Updated November 2014
Updated May—Brun Jr. 2017
Updated March—Fine Free 2018