



62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Circulation Policy

Huntington Memorial Library

Overall Policy

- Users must owe less than \$5.00 to check out materials from the library.
- Users must have a library card to check out materials and have their library card with them to check out materials.
- Adults may borrow as many items as desired with the exception of DVDs and Holiday books.
- We have an unattended child policy that states kids must be 12 before coming to the library alone. Staff report that this rarely or never happens either.
- The current issue of a periodicals do not circulate.
- Newspapers do not circulate.
- Reference materials do not circulate. Special permission may be given by the library director for overnight use.
- There are no limits to the number of items a patron can check out with the exception of DVDs and Holiday books. A maximum of 5 DVDs may be checked out on a single card and a maximum of 4 Holiday books may be checked out on a single card.

Loan Periods

- Books, magazines, CDs and books on CD have a 3 week loan period.
- DVDs have a 1 week loan period.
- Holiday books have a 1 week loan period.

Renewal Policy

- Books, magazines, CDs and books on CD may be renewed twice if there are no reserves on them.
- DVDs may be renewed once if there are no reserves on them.
- There are no renewals on Holiday books.
- Renewals can be made by telephone, on the 4CLS website or on the BookMyne App if the item is not on reserve.
- Renewals cannot be made if you owe \$5.00 or more in fines.

Overdues and Fines

- Library users who have a \$5.00 or greater fine at the library may not borrow anything further until the fines are paid.
- Children and Adult materials are fined \$.25 per day for each item up to a maximum fine of \$ 5.00 per item.
- Videos, educational toys, and story time kits are fined \$ 1.00 per day for each day overdue up to a maximum fine of \$5.00 per item.

Damaged Materials

If borrowed material is damaged beyond repair, the borrower is required to pay the cost of the item. A receipt will be given and damaged items may be kept by the borrower after payment. Overdue fines are waived when payment for material is received.

4CLS Reserve/Interlibrary Loan Policy:

- Reserves may be made for any circulating material within the 4CLS area.
- User will be called or notified by email, or a postcard when the material becomes available. Huntington Memorial Library patrons' reserves for material owned by HML will be filled before reserves from patrons from other libraries.
- The loan period for materials borrowed from another library in 4CLS is three weeks with the exception of DVDs. The loan period for DVDs' is one week for items with fewer than four discs and two weeks for items with four or more discs. Items may be renewed once if it is not on reserve by another patron.
- Reference materials, materials from the New York Room, and periodicals are not available for interlibrary loan.

Outside of 4CLS Interlibrary loan policy

- Users must have a currently valid library card to request interlibrary loan materials.
- Out-of-system requests are restricted to materials costing more than \$12.95.
- Materials borrowed on interlibrary loan must be returned at the date requested by the owning library.
- Interlibrary loan materials which are overdue are fined \$.25 per day per item. Overdue video fines are \$1.00 per day.