



62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Circulation Policy

Huntington Memorial Library

Overall Policy

- Patrons must have a library card with them to check out materials.
- Patrons must owe less than \$5.00 to check out materials from the library.
- The current issues 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 and 4 Holiday books may be borrowed.

Loan Periods

- Books, magazines, CDs and books on CD have a 3-week loan period.
- DVDs with less than 4 discs have a 1-week loan period, and those with more than 4 discs have a 2-week loan period.
- Holiday books have a 1-week loan period.

Renewal Policy

- Books, magazines, DVDs, CDs and books on CD may be renewed twice 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 for another patron.
- Renewals cannot be made if you owe \$5.00 or more in fines.

Overdues and Fines

- Adult materials accrue fines of \$.25 per day overdue for each item up to a maximum fine of \$ 5.00 per item. These fines are optional so if you are unable to pay, the library will waive the fine.
- Juvenile materials do not accrue overdue fines but if material is lost or damaged, the patron must pay the replacement cost.
- Educational toys, AV Equipment, and Story Time Kits accrue fines of \$ 1.00 per day overdue for each item up to a maximum fine of \$5.00 per item.
- Library patrons who have a \$5.00 or greater fine at the library may not borrow material until the fines are paid.

- Overdue fines are waived if an item is lost or damaged and the patron pays the replacement cost.

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.
- Patrons will be notified by phone (text or call), 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.
- When materials are borrowed from another library in 4CLS the Huntington Memorial Library Circulation Policy rules apply.
- Reference materials, materials from the New York Room, and periodicals are not available for interlibrary loan.

Outside of 4CLS Interlibrary loan policy

- Patrons must have a currently valid library card to request interlibrary loan materials.
- Out-of-system requests are restricted to materials valued at 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.