

## CIRCULATION POLICY

### 1. Registration

Applicants must supply photo identification with current address or photo ID and proof of current address as well as complete and sign the library’s registration form. Applicants providing a PO box as primary address must also supply an additional physical address. If patron does not have photo ID, granting of library card will be at the discretion of the Library Director.

Per OWWL procedures, patrons may apply online for a library account using the self-registration option. Patrons registering for a card this way will only be able to access eResources. The account will expire after 6 months and will be restricted from borrowing physical materials until the patron comes to the library with valid ID and proof of address to finalize the account application process.

By signing the registration card, applicants certify that the information they provided is true and correct to the best of their knowledge, that they agree to obey all policies of the Newark Public Library, and acknowledge that they are financially responsible for all materials borrowed with their library card.

Cardholders are responsible for the safekeeping and use of their card, including all items and fines charged to their account, unless the card has been reported lost or stolen. Lost cards should be reported to the library immediately to avoid unnecessary charges. All lost cards will be marked inactive until replaced.

A parent or guardian may obtain a library card for their child (age 11 and under) by providing a valid form of identification and signing the registration card. Upon signing, the parent/guardian assumes responsibility for all materials and any fines incurred through the use of the child’s card. The child must be present at the time of registration.

### 2. Borrowing Privileges & Responsibilities

Any person who holds a valid OWWL library card is eligible to borrow materials and use computers at the Newark Public Library. A library card must be renewed bi-annually by the cardholder by verifying their library account information.

A library card or app version of an owner’s card must be presented at checkout. An exception may be made if a patron has forgotten his/her library card and is able to show valid photo identification or, by verifying account information. However, the library cannot make exceptions on a regular basis. There is no replacement fee for library cards or for those cards that have worn out or fallen apart.

Loan periods and number of renewals are determined according to demand for the material, appropriateness of use, and value of the material, and are as follows:

Books, audiobooks, magazines, music CDs, non-fiction DVDs/DVDs Series and video games	3 weeks
DVDs and Empire Park Pass	1 week



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Patrons can extend loan periods to 6 weeks on all Newark Public Library books except those marked “New”.

Newark Public Library limits the total number of the following items patrons can have checked out at a time:

CDs:	5
DVDs:	10
Video games:	2

Items from other libraries do count and nonfiction DVDs do not count toward these limits.

### 2.1 Fines Free

The library became a fine-free library on March 15, 2022. In Summer 2024, all specific materials and collections, including Museum and State Park Pass, no longer accrue fines. Newark library items and other library items checked out or renewed at Newark are subject to fine forgiveness. Borrowing privileges may be limited or rescinded if the cardholder has overdue items, unpaid fines or fees, or violated the library’s rules of conduct.

### 2.2 Lost & Damaged

Payments for lost items or damaged materials are transferred to the owning library. In the case of loss or irreparable damage to Newark Public Library materials, the cardholder will automatically be charged the original price which includes the \$ 3.00 processing fee of the item. The library will only accept payment, not replacement copies for lost or damaged items. At the patron’s request, staff may work with the patron to see if the item, with the same format and ISBN, is available via an existing library purchase account on either Amazon or Ingram. If the item is available for less than the original price of the item. In that case, the library will amend the fee to the lowest replacement cost, at the discretion of the Library Director or Youth Service Coordinator.

Patrons who lose or damage items originally owned by another OWWL library must contact the owning library to discuss replacement or payment that may differ from the automatically charged fee.

The library does not issue refunds for lost or damaged items that patrons have paid for. Once paid for, these items are considered the patron's property. Exceptions may only be made at the discretion of the Library Director.

### 2.3 Renewals

An item may be renewed unless a hold has been placed on the item, the item’s allotted number of renewals has been exhausted, or the patron’s account is blocked by the fine/fee threshold. The library’s circulation software is configured to automatically renew borrowed items unless the restrictions noted above are present. Library accounts with valid email addresses will receive notifications regarding automatic renewals.

Renewals are granted for the length of the item’s loan period based on the calendar date on which the item is renewed.

When eligible for renewal, books, magazines, audiobooks, and CDs may be renewed up to two times, DVDs and video games once.

## **2.4 Returns**

Unless noted, all items owned by an OWWL library may be returned to Newark Public Library.

Materials that are borrowed are to be returned in the same condition. Damaged library's materials will be billed to the cardholder as outlined in section 2.2 of this policy.

The library maintains an outdoor book drop for our patrons' convenience. Returns made while the library is open are treated as being returned during that day. The book drop is not checked/emptied on Sundays or on holidays.

## **2.5 Holds**

Holds for library materials from other OWWL libraries can be placed by staff or online by the cardholder using his/her account and PIN number. A PIN number is supplied when a library card is issued, in person at the library, any time thereafter or by phone/email/social media message at the director's discretion with proper verification of patron account information.

Items will be held for no more than one week after the patron has been notified of the availability of the item.

Although their holds will be fulfilled, patrons with an account with fines/fees greater than \$5.00 will be unable to borrow the items. The library reserves the right to cancel holds that are older than six months and have not been fulfilled.

Anyone picking up a hold for someone else must have prior permission and photo ID OR present that patron's library card.

## **2.6 Materials Request**

Patrons can request titles not found in our catalog either online through OWWL catalog. Print materials must be published within the last 12 months. If the material requested has patrons waiting, the patron's request will be added to the queue of holds, this request does not give priority over others hold requests.

## **3. Review**

This policy will be reviewed annually.

*Adopted by the Newark Public Library Board of Trustees June 12, 2013*

*10/8/ 2015, 6/9/2016, 7/14/2017, 12/10/2020, 3/10/2022, 4/14/2022,*

*Amended 7/13/2023, 10/10/24, 11/14/2024*

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