

## Registration

The library does not place residency restrictions on eligibility for library cards. The term “resident” applies to anyone whose permanent residency is within the boundaries of the Gloversville Enlarged School District. A “non-resident” is anyone residing outside of the school district.

Any member of any of the public libraries in the Mohawk Valley or Southern Adirondack library systems (Fulton, Hamilton, Montgomery, Saratoga, Schenectady, Schoharie, Warren and Washington counties) may use their home library cards at the Gloversville Public Library.

Children entering kindergarten or who are ages 5 - 12 of age can get a Juvenile card. Parental/guardian/care giver permission is required. Young Adult Patrons are ages 13 to 16. Parental/guardian/care giver permission is required. These patrons have all the rights and responsibilities of adult patrons. Anyone 17 years of age or older may obtain an Adult card. Applications must be filled out at the library.

Photo identification and mail listing the home address is required of the responsible party to obtain a card.

Corporate cards for businesses, educational institutions and non-profits are available. See Director for details.

## Use of Library Cards

The patron must have a current Library card in “good standing.” To be in “good standing” an Adult or Young Adult patron can not have a library debt of more than \$3. A Juvenile patron can not have a library debt of more than \$1.50.

For security reasons no one else may use a patron’s card - the library card is not transferable. Only the person listed on the card may use it.

New Adult and Young Adult (ages 13 on up) patrons are limited to 7 items at a time during the first 3 months of membership. After 3 months, Adult and Young Adult Patrons may borrow a maximum of 25 items from either the children’s or adult department. These may include books, videos, books-on-tape, book/cassette sets, magazines, audio CDs and cassettes. Adults and Young Adult patrons have access to the Internet via the computers in the Reference Room. Sign-up at the Circulation Desk is required. A printing fee is charged.

Patrons with a Juvenile card (Kindergarten to 12 yrs. of age) may borrow a maximum of 7 books from either department. It is the parent/guardian/care givers responsibility to oversee their child’s selections. Children with an Internet permission slip on file with the Children’s department may access the Internet via the computers located in the Children’s Department for homework related projects. A printing fee is charged after the first 3 copies.

## Lost and Stolen Cards

The initial card is free. Replacement cards will cost \$1.00 for adults and \$.50 for children. New barcodes will be assigned.

## Loan Periods

Adult non-fiction, older adult fiction, children’s books, large print items, magazines and audio books have a loan period of 4 weeks. New adult fiction circulates for 2 weeks. Videos and DVDs go out for 1 week.

Items may be renewed through patron accounts via the Polaris webcatalog, by email or telephone.

### Reserves

Reserves (InterLibrary Loan) requests may be placed by a patron at home or at the library using the library web catalog. <http://catalog.sals.edu>. A library card in good standing and a pin number are required. The Library does not charge for reserves.

### Fines and Lost Item Charges

Adults and Young Adults are charged 10 ¢ per day with a maximum fine of \$3.00 per item. Adult and Young Adult patrons owing \$3.00 or more will not be in "good standing." Juvenile patrons are charged 05 ¢ per day with maximum of \$1.50 per item. Juvenile patrons owing \$1.50 or more will not be in "good standing."

### After Hours Returns

Two book drops, one at each entrance, are available for after hours returns. Items may also be returned to another library within the 8 counties served by SALS and MVLA.

### Overdue Notices and Bills

When an item is 1 week overdue, a reminder phone call will be made to the patron. When an item is 2 weeks overdue, another reminder phone call will be made to the patron. When an item is 4 weeks overdue a bill will be sent. The computer automatically tallies fines based on the patron's borrower class and the number of days an item is overdue. After 6 weeks overdue accounts may be referred to a collection agency for the purpose of additional collection procedures. A processing fee of \$10 will be added to all accounts in collection.

### Replacement Charges

Replacement charges are added to a patron's account when an item is overdue 14 days. If the item is returned, only the overdue fine is owed. If the item is lost, only the replacement fee is charged. This fee is the cost of replacing that title or the same type of item; example: the average cost of an adult fiction book. In most cases this amount is already associated with the item in the automated circulation system. This is not the value of the missing item; example a worn paperback of Old Man and the Sea from 1972 might be worth \$1.50, but a replacement will cost the library \$9.95.

### Damaged Materials

It is a patron's responsibility to return items in the same condition they were in when borrowed. Any item with damage or missing items will be assessed by staff and appropriate charges will be added to the patron's account. If an item can not be repaired and a replacement is necessary, the patron will be charged a replacement fee.

### Confidentiality

The Board of Trustees of the Gloversville Public Library recognizes that its circulation records and other records identifying the names of library users to be confidential. The New York State Confidentiality Law protects the privacy rights of library users. This law prohibits the release of any information relating the name of a person and his/her library use without a properly executed subpoena from a court of law.

Under this law, the library cannot:

- Tell a third party whether a person has a library card
- Write the name of a borrower on a book card which is placed in the book
- Tell a parent what items his/her child has borrowed, even if they are overdue
- Send a reserve notice or overdue reminder on a postcard

Reveal the nature of someone's reference question to another person

This law makes it quite clear that a person's library use habits are strictly private; there are no exceptions for children or anyone else. It applies to every library in the state, without exception.

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library  
Revised December 2006