



## Daniel Pierce Library

# Lending Policies

## *Including Library Cards and Internet Guest Passes*

Adults and children of any age are welcome to use the Library's collections and services or participate in programs, provided they follow the Library's **Patron Code of Conduct**.

Borrowing Library materials to take home, remote access to research databases, downloading digital materials and use of computer workstations all require presentation of a Library Card. Our policies set specific guidelines for getting a Library Card or Internet Guest Pass and for borrowing or using Library materials and equipment. The topics below explain these policies.

All borrowers, including children, have equal access to all library materials. Guidance on selection of materials by children is the responsibility of the parent or guardian. Patrons are expected to carry and present their card — whether physical or digital — when using the Library. However, patrons may also use a photo ID provided that the information on the photo ID matches the information in the Library's database.

Patrons are responsible for all materials borrowed on their card, all use of the card and all charges made against it, until the card is reported lost to the Library.

### **Library Cards**

Daniel Pierce Library cards are issued to individuals who live in or own property in the Tri-Valley Central School District.

Individuals 18 and over must present a valid photo ID and acceptable proof of residency when applying for a library card. Acceptable proof of residency includes a utility bill, tax bill, lease, town transfer station permit, etc. If you don't have acceptable identification, see Internet Guest Passes below.

Applying for a new or replacement card must be done in person.

### **Children's Library Cards**

Children of all ages may sign up for a library card. When registering the child, the parent or guardian must supply photo ID and acceptable proof of residency as outlined above. If the parent or guardian cannot supply photo ID and proof of residency as outlined above, the children's proof of registration in a Tri-Valley Central School District school will suffice.

Parent identification is necessary for private or home-schooled students and for children younger than school age. The parent or guardian accepts full responsibility for all fines and damaged/lost items charged against a minor child’s account.

## Internet Guest Passes

Internet Guest Passes may be granted to individuals from outside our service area or for patrons who do not have library cards. An Internet Day Pass allows you up to 2 sessions on a computer and is good only for that day. It does not allow you to borrow library materials.

## Confidentiality of Borrower Records

New York State Law and American Library Association policies require that all borrower record information, including the titles of requested or borrowed materials, be kept confidential. For this reason

- We do not tell you the title of a requested item when we call to notify you of availability. This information is available if you receive email or text message notification and can also be viewed online under My Account.
- Titles of materials you have borrowed are permanently deleted from your record when the items are returned. Titles of Lost or Claims Returned items are kept in your record until paid for or otherwise resolved so that we can have clear conversations with you about them.
- Children’s records are equally protected by these laws and policies.

## Loan Periods & Renewal

The Daniel Pierce Library sets different loan periods depending on the type of material (collection & format). The following is a general guideline for loan periods on items owned by the Daniel Pierce Library and is subject to change.

| Item                         | Max Allowed | Loan Period  |
|------------------------------|-------------|--|
| Max Number of Items Per Card | 50          |  |
| Adult & Juvenile Books       |             | 14 days  |
| Audiobooks                   |             | 14 days  |
| DVDs – Adults & Juveniles    | 5           | 7 Days   |
| Music CD                     |             | 7 Days   |
| Magazines                    |             | 14 Days (Juvenile & Adult)   |
| Museum Passes                | 1           | 3 Days - Museum Passes are loaned to Adults with clean (no fines, or overdue) Daniel Pierce Library cards. The maximum fine is \$50 and passes are considered to be lost 7 business days after the due date. |

Although most materials can be renewed, some are restricted to one loan period. These include but are not limited to: New Books; New DVDs; Interlibrary Loans from other RCLS libraries depending on their lending rules.

## Fines & Fees

The Daniel Pierce Library charges fines for most overdue materials. Replacement costs for non-returned or damaged items will be charged to the patron's account. The Library will accept direct replacement of item on a case by case basis at the discretion of the Library Administration or appropriate staff member. Other libraries may charge an additional processing fee.

**The following is a general guideline for fines on items owned by the Daniel Pierce Library and is subject to change:**

| <i>Item</i>   | <i>Fine</i>  |
|---|--|
| Adult & Juvenile Materials including: Books, Audiobooks & Other Print Materials | \$ .10 per day                                     |
| DVDs (Movies & TV Series)   | \$2.00 per day                                     |
| Take Home Kits & Museum Passes  | \$5 per day. For maximums see Loan Period section. |

**Fees are as follows and are subject to change:**

| <i>Service</i>     | <i>Fees</i>                                |
|--------------------|--|
| Photocopies *      | \$0.25 per page (B&W only)                 |
| Computer Printouts | \$0.20 per page B&W, \$0.50 per page Color |
| Scanning           | Free                                       |

*\* Please note that a double sided copy will be charged as 2 pages.*

## DVD Policy

All PG-13 and R rated DVD's must be checked out to an adult card. No child aged 12 years or under may take out DVD's without a parent/guardian present. They may take out only G or PG rated DVD's. A child between the ages of 13-17 years does not need parental supervision to check out DVD's. Therefore, a child between the ages of 13-17 years may take out only G, PG-13 and PG rated DVD's. They will be permitted to take out R rated DVD's only when a parent/guardian is present.

Interlibrary Loan DVD's will follow the same policies.

## Group Visits

We ask that groups larger than five who would like a tour of the library or to get library cards to please call the library at least one week in advance.

## Loss of Library Privileges

Patrons will not be able to check out materials if they owe more than \$10.00 in charges of any type. Borrowing privileges will be restored when the outstanding charges have been paid, including the return of any overdue item and payment for any lost items.

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