

Aurora Free Library CIRCULATION POLICY

A borrower is responsible for all materials loaned on his/her card. A borrower will reimburse the library for all lost or damaged materials. Parents must co-sign for children under 18, thereby taking responsibility for materials charged to that card. Wells students and temporary residents must provide two addresses (local and permanent) and telephone numbers. Aurora Free Library library cards may be used at any of the 33 libraries in the Finger Lakes Library System. See Library Card Policy for more details.

Patrons may borrow up to the following number of items:

Books:** 40 for individuals; 100 for institutions

Audiobooks, DVDs, Music CDs , Video Games, and Multi Media:** 5 of each type

Media devices:** **Playaways and Playaway Launchpads:** 5 of each type

NYS Park Pass: 1

Ebooks/Eaudiobooks: 5 total items

**These limits may be exceeded with the permission of the library director.

Book Return

The Aurora Free Library book return is always available for return of library materials on the north side of the building on Cherry Avenue by the back door. Materials borrowed from any library in the Finger Lakes Library System may be returned to Aurora.

Item Loan Periods

3 weeks for library materials except DVDs and Park Passes

1 week for DVDs/NYS Park Passes

1-3 weeks for Ebooks/Eaudiobooks

Renewals

Items will be automatically renewed twice for all items owned by the library, provided there is not a hold on that item. Interlibrary loan items are subject to their home library renewal periods.

Interlibrary Loan/Holds

Interlibrary loan service is provided for materials not owned by Aurora Free Library. Items received through interlibrary loan will be held for 2 weeks and then be considered unclaimed and sent back. Our lending period will apply if the material is coming from a Finger Lakes Library System member library.

Overdue and Lost Items

There are currently no fines taken for late materials. We believe people will not abuse this privilege and will return materials promptly. Lost materials charges will still be enforced.

**Approved by the Board of Trustees on 7/15/96. Reviewed and Amended on 9/17/13
and 1/20/22.**

Overdue material procedures:

The following steps will be taken to secure the return of overdue library material.

- Pre-overdue notices are sent two days prior to the due date via email by FLLS to patrons with an email address on file.
- After 10 days past the due date, overdue notices will be sent out by FLLS according to patron preference (email, telephony, text, or print).
- After 30 days past the due date, a second overdue notice will be sent by FLLS also according to patron preference (email, telephony, text or print).
- After 60 days past the due date, Aurora Free Library will mail the patron a LIBRARY BILLING NOTICE (notice produced by FLLS). This notice is only sent in printed form.
- If the material is still not returned in 90 days, the library director will again contact the patron to ask for the return of the material(s) or payment for the cost of replacement of the item(s). Contact may be by phone, email or letter.
- If the item(s) are still not returned or paid for, the patron may be referred to the appropriate law agency for collection. **Non-return of library materials is in violation of the provisions of Section 265 of the Education Law of the State of New York.**
- After the library director expends a reasonable amount of time and energy (up to a year) to recover the overdue item(s), the item(s) will be discarded and the matter will be reported to the Board.
- If the patron is in the library to borrow other materials, the desk librarian will be advised by a Polaris prompt of any "long overdue/lost" materials as well as fines. The patron will be informed.
- Fines and/or replacement cost will remain on the patron's record until resolved.
- NOTE: If a patron claims that an item has been returned, every effort shall be made by the Library and the patron to locate the material in question.
- If a patron has a fine amount in excess of \$25.00, the patron will not be permitted to borrow additional materials until his/her account is resolved. Any patron complaints should be directed to the library director who may grant an exception on a case-by-case basis.
- The library director will determine replacement costs for items that are returned damaged or lost. Charges will be assessed based on current Books in Print prices with possible adjustment for age and wear of materials. As yet, no charges for processing will be added to the cost, but this may change as the Board of Trustees deems necessary.

Approved by the Board of Trustees on 7/15/96. Reviewed and Amended on 9/17/13 and 1/20/22.