



## **Fayetteville Free Library (FFL) Borrowing Policy**

### **Purpose**

The Fayetteville Free Library (FFL) is committed to providing free and equal access to cultural, intellectual, and informational resources for community members of all ages. To provide the community efficient and equitable access to high quality library materials, the FFL Board of Trustees has developed the following borrowing policies.

### **Library Cards**

Library cards are free of charge to FFL borrowers with proper identification, which includes valid photo identification and proof of address. Patrons can begin their library card application online. To receive a permanent library card, patrons must visit the library in person with proper identification.

A parent or legal guardian must register for a card with a child under 13 and is responsible for any fines or fees incurred on the child's card.

The library must be notified of lost or stolen cards and changes of address and contact information. Lost or damaged library cards may be replaced at the library for no charge. Borrowers are responsible for all materials borrowed on their card.

A valid Onondaga County Public Library (OCPL) card can be used at any public library in the County.

### **Special Collections**

The borrowing policies in this document may not apply to special collections. Special collections may have their own borrowing policies, may incur fines, and may have limits on loan periods and renewals. Special collection items must be picked up and returned at the FFL. For a current list of special collection borrowing policies, visit <https://fflib.org/use-your-library-card>.

### **Loan Periods**

Standard loan periods include:

- 3 weeks for books, audiobooks, video games, music CDs, periodicals, and TV series
- 1 week for DVDs/Blu-Rays

### **Returns**

Unless part of a special collection subject to local restrictions, materials borrowed from any library in the OCPL system may be returned to any other library in the OCPL system.

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Revised and Approved by FFL Board of Trustees 03/08/2022  
Adopted by FFL Board of Trustees 1/21/2020*



## **Renewals**

Items may be renewed twice with the following restrictions:

- Items that have been placed on hold by another patron cannot be renewed
- Special collections may have renewal restrictions

FFL items will be automatically renewed 3 days before the due date if the item is eligible for renewal.

## **Fines**

The FFL does not charge overdue fees except on items in our special collections. There may be overdue fines on items owned by other libraries. Please contact the owning library for their overdue fine policy.

Borrowers will be charged for lost or damaged library items. A replacement charge for lost items will be posted to a patrons account once an item is 30 days overdue. The replacement charge will be removed from the account once the item is returned. If the borrower cannot locate the lost item, they must pay for the cost of the lost material. If the item is found after payment, the borrower may keep it. The library cannot refund the cost.

We cannot waive replacement charges on items owned by other libraries. Please contact the owning library regarding lost or damaged library items.

Patrons with more than \$100 in fees or 3 or more unpaid lost items on their account may not borrow items. All library accounts with a balance of \$100 or more will be referred for collection by OCPL. A service charge of \$10 is applied by OCPL to each account submitted for collection and cannot be waived.

OCPL sends overdue notices, but not bills for fines or charges.

## **Borrowing Limits**

The total number of items that can be checked out at the FFL at one time on a library account is one hundred (100). Special collections may have additional borrowing limits.

## **Confidentiality**

Library circulation records are confidential by New York State Law, Article 45, Section 4509. By law, FFL staff can discuss your borrowing records with only you. This is true for both adults and children. After a child's 13th birthday, a parent or guardian may only obtain information about a child's circulation records if the child is present and consents to release of the information or if the child is not present but provides written consent dated for each request.

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