

## **CIRCULATION POLICY ULYSSES PHILOMATHIC LIBRARY**

### **General**

Most library items are available for circulation to all borrowers.

Reference and local history materials are only to be used in the library.

Parents or guardians are responsible for the selections made by their children.

There is a fifty (50) item limit per card.

Most circulating books and library materials have a loan period of three weeks and can be renewed once. If circulation policy permits, some items may renew automatically.

UPL is a fine free library, yet patrons should make a concerted effort to return all borrowed materials by their due date to ensure that those items can be made available for other patrons in a timely manner. Further borrowing will be prevented if there are more than 10 overdue items on the patron's record.

Items loaned through the Finger Lakes Library System (FLLS) will be governed by their loan policies. Fines and fees are determined by the transacting library; replacement costs are determined by the owning library.

The Director may waive or otherwise adjust circulation policy limits for a patron without prior Board approval.

Library patrons may be charged the full replacement cost plus a processing fee for lost or damaged materials.

### **Exceptions**

Due to their larger size, there are longer loan periods for the following items:

- Books on CD: Larger multi-disc sets may have a thirty-one day initial loan period.

Due to high demand there are shorter loan periods and/or circulation limits for the following items:

- New fiction and non-fiction books (NEW sticker on the spine label): limit of only two (2) fiction and two (2) non-fiction books. Only UPL patrons and preferred borrowers\* are allowed to place a hold on the library's "new" items. Fiction remains on the "new" list

for six months; non-fiction for three months. \*Preferred borrowers are patrons from libraries with reciprocal loan agreements. UPL materials fill UPL holds first.

- Books on CD: a limit of five (5) per patron.
- Videos & DVDs: one week loan period. Box sets may have a two week initial loan period. A limit of five (5) per family.
- Video games: one week loan period. A limit of two (2) per family
- Playaway Digital Audio Players: A limit of one (1) per patron. Rechargeable batteries must be returned or a \$5.00 fee will be charged.
- Ebooks: seven, fourteen or twenty-one day loan period. A limit of two (2) per patron. No renewals, and titles are returned automatically.

### **Museum and Park Passes**

UPL offers for circulation two library museum family passes, for the following unique and wonderful local facilities: PRI Museum of the Earth and Cayuga Nature Center.

UPL offers for circulation two Empire Passes for admission to New York State Parks.

- Any registered adult cardholder in good standing may borrow a museum pass. Museum passes may be borrowed for a one week period, and entitle the holder (and family) to one visit to each museum facility during that period.
- Any registered adult cardholder in good standing may borrow an Empire Pass. Empire Passes may be borrowed for one week period, and entitle the holder to unlimited day-use vehicle entrance to New York State Parks for that period.
- For important information regarding the use of the Empire Pass, refer to the Empire Pass page of the NYS Parks, Recreation and Historic Preservation website (<https://parks.ny.gov/admission/empire-passport/>)
- Passes are not holdable or renewable, and will be distributed on a first come, first served basis.
- The fee for a lost pass is \$60.00.

*First approved as amended by Board of Trustees 04/15/03*

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