

## **CIRCULATION POLICY ULYSSES PHILOMATHIC LIBRARY**

### **General**

Ulysses Philomathic Library staff members do not screen materials being borrowed for content; those choices are made by cardholders.

Reference and local history materials are not for circulation and can be used only in the library.

There is a 50-item limit per card.

Most circulating books and library materials have a loan period of three weeks and can be renewed once. If there are no holds on items, they may renew automatically.

UPL does not charge daily fines for overdue materials, but further borrowing will be prevented if there are more than 10 overdue items or \$100 in fees on a patron's record. Library patrons may be charged the full replacement cost, plus a processing fee, for lost or damaged materials.

Items loaned through the Finger Lakes Library System 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 library director may waive or otherwise adjust circulation policy limits for a patron.

### **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 31-day initial loan period.

Due to high demand, there are certain restrictions for the following items:

- New fiction and non-fiction books (NEW sticker on the spine label): Only UPL patrons and Tompkins County residents are allowed to place a hold on the library's "new" items.
- Books on CD: A limit of 10 per patron for a three-week loan period.
- Videos & DVDs: A limit of 10 per patron for a one-week loan period.
- Video games: A limit of five per patron for a one-week loan period.

- eBooks: A limit of five per patron, for seven-, 14- or 21-day loan periods. Titles are not renewable and are returned automatically.

### **Museum and Park Passes**

Ulysses Philomathic Library has a limited number of local museum passes available for patrons to borrow. Any registered adult cardholder in good standing may borrow a museum pass, which may be borrowed for a one-week period and entitle the holder and guests to one visit of each facility during that period.

UPL also has a limited number of Empire Passes available to borrow for admission to New York State Parks. 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 may not be renewed or have holds placed upon them, and will be distributed on a first come, first served basis.

The fee for a lost pass is \$60.

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