

Gowanda Free Library Circulation Policy

Policy:

In order to ensure fair and equitable access to the materials and information in the Library's collection, Gowanda Free Library sets policies for length of loan periods, renewals, reserves, fines, and fees. The Library determines which materials may be borrowed and who is eligible to borrow them.

Eligibility and Registration

Adults: The circulation desk issues free Library cards to adults who present one form of identification with current address such as a driver's license, utility bill, or a non-driver ID. If a patron does not have a valid form of ID a card can be provided at the discretion of the Library Director.

Young Adults (Grade 6 and Up): The circulation desk issues free Library cards to students who present one form of identification such as a school ID card or recent report card with a current address.

Children (Grade 5 and Below): Parents/guardians of children from toddler through 5th grade may sign up their children for their own Library card if the parents/guardians are cardholders in good standing with the Library.

Replacement Cards: Lost or damaged cards may be replaced for a fee of \$1.00.

Loan Types, Quantities, and Duration

Patrons in good standing with a valid, unrestricted CCLS library card may borrow up to a maximum of 25 items as specified in the following parameters:

Patrons may borrow:

- Adult Fiction, Non-Fiction, Audio Books, and Magazines in any combination that does not exceed the card limit of 25 total items. Up to 5 of these may be classified as “new”. Regular materials in this category are due three weeks from the date of checkout. New materials in this category are due two weeks from the date of checkout.
- Children’s Fiction, Non-Fiction, Audio Books, and Magazines in any combination that does not exceed the card limit of 25 total items. Up to 5 of these may be classified as “new”. Regular materials in this category are due three weeks from the date of checkout. New materials in this category are due two weeks from the date of checkout.
- Blu-Ray/DVDs in any combination up to a maximum of 5 while also not exceeding the card limit of 25 total items. Up to 2 of these may be classified as “new”. Up to 2 of these may be classified as “Multi-disk TV Series” All materials in this category are due one week from the date of checkout.
- Materials from other libraries. Interlibrary loans are due on the date indicated by the lending library. Some interlibrary loans may not be renewable.

The Director may establish a different loan period for special collections, materials which are temporarily in great demand, such as for student projects or book clubs, or materials added to the collections which are new in format.

Reserves or System Holds

Library users may place a reserve or hold on circulating items within the Chautauqua-Cattaraugus Library System. Patrons may reserve these materials at any automated CCLS Library, by telephone, or via the Library’s online catalog. There are no applicable charges on items picked up at the Gowanda Free Library. Materials will be held for one week; after which time they will be returned.

Adopted: 1/26/2023

Amended: 11/16/2023

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Interlibrary Loan Requests

Library users may request that the Library attempt to locate and borrow for their use a specific non-fiction book. There is a \$4.00 non-refundable charge for requesting a book from outside of the Chautauqua-Cattaraugus Library System. CCLS does not guarantee that they will be able to procure the requested materials. The circulation policies of the lending Library will prevail.

Renewals

If borrowed items have NOT been reserved by someone else, items may be renewed twice by phone, online, or in person. We cannot guarantee renewals on items classified as “new” or on video discs.

Returns

When the Library is open, return items at the circulation desk. For after-hours returns, use the book drop located outside the front door of the Library. DVDs may be returned in the slot in the Library’s front door.

Overdue Notices and Charges

The Gowanda Free Library is a “fine-free” facility. As long as overdue items are returned in usable condition, any accrued late fees are forgiven. Until such time, however, library cards that accumulate charges of \$10.00 or more may be temporarily suspended.

The Gowanda Free Library will follow the following procedure when items are overdue:

- A telephone call is placed to the user when items are 7 days overdue.
- A second telephone call is placed to the user when items are 14 days overdue.
- A replacement notice is mailed to the user when items are 21 days overdue informing the user of the cost due to replace the materials. The materials may be returned and the replacement cost will be waived.

Damaged Materials

If materials are returned in a condition so damaged as to be judged by the Library as being unsuitable for the collection, the patron must pay the replacement cost. If the cost is \$10 or more, the patron’s card may be suspended until recompense has been made.

Lost Materials

Patrons are responsible for the replacement cost of lost items checked out on their Library cards. Cost is determined by the price listed in the Library circulation system. If the cost is \$10 or more, the patron’s card may be suspended until recompense has been made. If a “lost” item is subsequently found and returned, any charges paid by the patron will be refunded.

Claims Returned

If a Library patron feels that they have returned an item and if that item is not on the shelf, then the user may claim the item returned with no penalty. There is a limit of 3 claims returned per user, and each instance may cover only a single item.

Equipment

The Library does not accept any responsibility for damage caused to a patron’s equipment as a result of using borrowed media or connecting to Library devices or networks