

Circulation Policy

1. Cardholders

New York State residents, students of Alfred University and/or SUNY Alfred State are eligible to receive a free library card. Individuals who carry a current library card from a member library of the Southern Tier Library System may use the library with their home library card.

a.) Organizational Cards

Any Allegany County business or organization can receive a free library card once its director or president agrees to accept responsibility for charged materials.

In order to obtain a library card, applicants are required to complete and sign an application signifying their agreement to adhere to Alfred Box of Books Library policies. Children must have their application signed by a parent or guardian.

b.) Children's Library Cards

Children are able to obtain a library card in their own name. This is with the understanding that the library and its staff do not regulate or monitor juvenile borrowing. It is also with the understanding that children's library cards will be treated with the same rules of confidentiality and privacy protection outlined in the Confidentiality of Library Records policy.

Patrons are expected to present their library cards or an alternative form of identification whenever they borrow library materials. Exceptions may be made at the discretion of the library staff and director. The library is not responsible for library cards used by unauthorized persons. It is the responsibility of the user to take care of his/her library card.

2. Card Expiration and Renewal

Library cards expire every year and will be renewed upon verification of current information. An expired library card can be renewed over the phone or in person by verifying current address, phone number, and other account information.

Inactive patron accounts may be purged from the library's systems and reapplication may be necessary.

3. Lost Cards

The first lost card will be replaced for free. The second time or subsequent times a card is lost, patrons may be assessed a \$1.00 fee to replace a lost card. Identification is required to obtain a new card.

4. Loan Periods, Renewals, Fines & Limits

While the following table is not exhaustive, patrons will find it useful because it covers the vast majority of items in the collection.

The Alfred Box of Books Library no longer assesses fines for overdue materials, with the exception of large kits, and technology such as e-readers, hotspots, and the telescope.

<i>Material</i>	<i>Loan Period</i>	<i>Renewals</i>	<i>Overdue fine</i>	<i>Limits</i>
All books	4 Weeks	1		None
Magazines	4 Weeks	1		None
All DVDs	7 Days	1		7 DVDs
Kits	4 Weeks	1	\$1.00/day	None
Special Collections	1 Week	1	\$5.00/day	None
Inter Library Loans	Set by owning library	None	\$.50/day	None
Holds (within the STLS)	Set by the owning library	None	Set by owning library	None

5. Interlibrary Loan

Books and articles may be obtained outside of the Southern Tier Library System through Interlibrary Loan. A patron seeking materials not available in the Southern Tier Library System must complete a form detailing as much information about an item as possible (i.e. author, title, date of publication, publisher, etc.). The majority of loans are free; however if there are fees associated with an item, the patron can decide to pay the costs. Some requests may not be filled. Loan periods vary and are set by the lending library. Renewals are determined by the lending library and may be denied. Overdue fees for ILLs are \$.50/day.

6. Holds

Cardholders have access to the 48 member libraries of the Southern Tier Library System. Materials can be borrowed from these libraries. Loan periods, renewals, and fines are set by the owning library.

Items will only be held at the Alfred Box of Books Library for one week. If the patron has not picked the item up by then, the hold will be removed and the item returned to the owning library.

7. E-Reader & Tablet Lending

Library cardholders age 18 years old or older, and with a library card in good standing (under \$20.00 in fines) can check out e-Readers and/or tablets. Patrons must present photo identification and read and sign the Lending Agreement.

8. Lost or Damaged Library Materials

Cardholder is financially responsible for any items checked out on his/her card and fines/fees associated with the items. The parent or guardian who signed their child's application will be responsible for any items checked out on that card.

If materials are lost the cardholder will be billed for the cost of the item.

If materials are returned damaged, the cardholder is billed for the cost of the item.

Patrons can pay for any lost or damaged materials, regardless of the owning library, at the Alfred Box of Books Library.

9. Suspension of Borrowing Privileges

Patrons owing more than \$20.00 in fines will have their borrowing privileges suspended until the amount owed is reduced to under \$20.00 and items are returned.

10. Overdue and Lost Material Billing Notifications

Patrons with email addresses on file will be emailed with overdue notifications 1 week after the due date and 2 weeks after the due date. If materials are still not returned, they are assumed lost and a bill notice will be mailed to the patron.

Patrons with no email addresses will be called by library staff at 1 week and 2 weeks after the due date. If materials are not returned, they are assumed lost and a bill notice will be mailed to the patron.

Patrons who return damaged items will be billed for the cost of the item.

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