

Fairport Public Library Borrowing Policies

Library Cards

A current Monroe County Library card in good standing is required to borrow materials and access electronic resources and services. Any resident of Monroe County may obtain a library card. A completed library card application with a picture ID and proof of current residence is required to obtain a library card.

The signature of a parent or guardian is required on a library card application for children in 6th grade and younger. The signature of the parent or guardian acknowledges financial responsibility for materials borrowed. The parent or guardian also assumes responsibility for deciding appropriate use of library print and electronic resources for their child. Information pertaining to library materials will be given to a parent or guardian when presenting the child's library card.

Organizational Cards

Fairport organizations may request a library card. The library card will be issued at the written request of the director of the organization. The written request must include the names of authorized users. The card will be kept on file at the library. Organizational cards are renewed annually by written request. The written request signifies the organization's acknowledgement of financial responsibility for materials borrowed.

Out of County Borrowers

Patrons residing outside of Monroe County are required to complete an "Out of County" application and provide acceptable identification. Library cards for out of county borrowers are available for a \$25 annual fee. A patron who owns property in Monroe County, but resides outside of Monroe County may show a current tax bill as proof of property ownership.

Borrower's Responsibilities

All materials may be borrowed free of charge. Materials should be returned before the library closes on the date they are due. Borrowers are responsible for all materials borrowed on their library card. Change of address or lost or stolen cards should be reported immediately. Materials charged out to an unreported lost or stolen card are the responsibility of the borrower. Library cards are renewed annually. All financial obligations, including fines and/or fees for replacement items, must be paid before the renewal occurs.

Fines and Loan Periods

Materials returned after the due date are considered overdue. Fines stop accruing when the item is returned or the maximum fine is reached. If fines or charges exceed \$5.00, borrowing privileges are suspended until the amount is reduced. If a borrower owes \$35.00 or more, the account will be referred to a collection agency.

MATERIAL TYPE	LOAN PERIOD	FINES	MAX. FINE
Adult books	3 weeks	\$.35/day	\$7.00
Most Wanted — New Bestsellers	7 days	\$.35/day	\$7.00
Teen books	3 weeks	\$.35/day	\$5.00
Children's books	3 weeks	\$.35/day	\$3.00
Magazines	3 weeks	\$.35/day	\$3.00

All music & audio books — adult & teen	3 weeks	\$.35/day	\$5.00
All music & audio books — children's	3 weeks	\$.35/day	\$3.00
DVDs – Most Wanted	2 days	\$1/day	\$12.00
DVDs	1 week	\$.35/day	\$7.00
DVDs – TV Series	2 weeks	\$.35/day	\$7.00
Games	1 week	\$.35/day	\$7.00
Flash drives	3 weeks	\$.35/day	\$3.00
Museum Pass	1 week	\$.35/day	\$7.00

Renewals

Library materials not on reserve for other patrons may be renewed twice. This does not include periodicals, new fiction, most wanted new bestsellers and most wanted dvds.

Lost and Damaged Materials

Borrowers are responsible for the replacement cost of materials that are lost or damaged. A non-refundable processing fee of \$5.00 is also charged.

Additional Fees

If a library card is lost or damaged, the replacement cost is \$1.00. The fee for placing items on hold is 50 cents. There is a \$20.00 fee for returned checks.

Library Records

Pursuant to New York Civil Practice Law S4509§

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Adopted by the Board of Trustees

April 4, 2012

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