300-01 Borrowing

Library Accounts

A current Monroe County Library System (MCLS) account in good standing (see Fines and Loan Period below) is required to borrow materials and access electronic resources and services. Proof of being a library account holder will be required before checking out. Proof will include library card, photo ID, or digital cards (see "Smartphones in Place of Library Cards" section below).

Any resident of Monroe County may obtain a library account. A completed library account application with a photo ID and proof of current residence is required to obtain a library account. If a photo ID cannot be produced, the Circulation Supervisor can work with the patron to verify identity.

The signature of a parent or legal guardian is required on a library account application for children 12 years old or younger. The signature of the parent or legal guardian acknowledges financial responsibility for materials borrowed. The parent or legal 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 legal guardian when presenting the child's library card.

Library Account Renewal

MCLS accounts expire every year to keep the patron database as current and accurate as possible. Library patrons residing within Monroe County, whose accounts are in good standing, used within the last year and not blocked, will be renewed automatically. A message is sent to those whose accounts were renewed automatically asking them to please make any updates to their patron information the next time they visit an MCLS library (MCLS "Renewal of Library Cards" Policy).

Patrons renewing library accounts in a library must also be in good standing. If any outstanding fines and fees are present, the total due needs to be brought below $20.00 before the card can be renewed. Staff will verify personal information.

Smartphones in Place of Library Cards

To accommodate advancing technology, smartphone keychain apps or the MCLS catalog interface will be accepted in lieu of traditional library cards.

Organizational Accounts

Organizations within Fairport/Perinton may request a library account. The library account will be created at the written request of the director of the organization. The written request must include the names of authorized users. The written request signifies the organization's acknowledgement of financial responsibility for materials borrowed. The card will be kept on file at the library. Organizational accounts expire and renew annually, similar to regular library accounts (see Library Account Renewal).

Out-of-County Borrowers

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

Borrower's Responsibilities

Patrons need to report a lost or a stolen card/key tag or a change of address, immediately. Materials charged out to an unreported lost or stolen card are the responsibility of the borrower. Patrons are responsible for all materials borrowed on their library account. All materials may be borrowed free of charge. Materials should be returned before the library closes on the date that they are due. Library accounts are renewed automatically annually, if the account is in good standing (see below) and has been used in the last year, in-person or online.

Fines and Loan Periods

Materials returned or renewed 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 $20.00, the account is no longer in "good standing," and 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	OVERDUE FINES	MAX. FINE
Books — Adult	3 weeks	$.35/day	$7.00
Books — "Most Wanted" 7-Day	7 days	$.35/day	$7.00
Books — Children & Teen	3 weeks	**n/a**	**n/a**
Magazines — Adult	3 weeks	$.35/day	$3.00
Magazines — Children & Teen	3 weeks	**n/a**	**n/a**
Music & Audiobooks — Adult	3 weeks	$.35/day	$5.00
Music & Audiobooks — Children & Teen	3 weeks	**n/a**	**n/a**
DVDs — Adult	1 week	$.35/day	$7.00
DVDs — Adult TV Series	2 weeks	$.35/day	$7.00
DVDs — "Most Wanted" 2-Day	2 days	$1/day	$7.00
DVDs — Children & Teen	1 week	**n/a**	**n/a**
DVDs — Children & Teen TV Series	2 weeks	**n/a**	**n/a**
Videogames — Children & Teen	1 week	**n/a**	**n/a**
Museum Pass	1 week	$.35/day	$7.00

Library Material Renewals

Library materials not on hold for other patrons may be renewed twice. For Fairport materials, this does not include periodicals, "Most Wanted" 7-day books, and "Most Wanted" 2-day DVDs. For items that the Library has limited quantities of, such as mobile hotspots, patrons will be required to wait 24 hours before being able to borrow the item again. When library materials are renewed, the loan period will extend from its current due date, and the renewal period will be the same length as the original loan period, see chart above.

Automatic Library Material Renewals

The MCLS has activated automatic renewals for library materials. It works on materials that are renewable, not on hold for other patrons, and have not already been renewed twice. The system attempts an automatic renewal four (4) days before the due date. Patrons who are registered for email receipts will receive an email notifying them that their library materials have been renewed or not renewed, as well as the due date of those materials. Patrons do not have to wait for automatic item renewal to renew an item.

Lost and Damaged Materials

Borrowers will be charged a fee for the list price of materials that are lost or damaged.

Additional Fees

There is a $20.00 fee for returned checks.

Library Records

Pursuant to New York Civil Practice Law & Rules §4509:

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.

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