



CIRCULATION POLICY

The Dansville Public Library (“the Library”) is a member of the OWWL Library System (OWWL), a New York State-chartered cooperative public library system serving the forty-two public libraries in Ontario, Wayne, Wyoming and Livingston counties. The Library applies the same privileges, responsibilities, and fees to all OWWL cardholders, no matter which Library initially issued their library card.

REGISTRATION

An OWWL library card is required to borrow materials. A person can register for a free library card at the in-person at the Library or online. Those registering for a library card online will receive a special online library card; see below. To register for a library card at the Library, applicants must be present at the Library, complete the Library’s registration form, and present proper identification*. Exceptions can be made for people with disabilities or are otherwise unable to come to the Library; contact the Library for information.

By registering for a library card, applicants certify that the information they provide is true and correct to the best of their knowledge, and they agree to abide the rules and policies of the Dansville Public Library. The Library reserves the right to withdraw borrowing privileges from any patron for providing the Library with false registration information.

To maintain accurate patron contact information, OWWL Library Cards are valid for two years and must be renewed at the end of this period. When renewing a library card, a patron will be asked to confirm their current contact information. Patrons are responsible for notifying the Library of a subsequent address, phone number, email, or name change. Patrons will be required to present proper identification* for address or name changes.

Cardholders are responsible for the safekeeping and use of their card, including all items and fees charged to their account, unless the card has been reported lost or stolen. Lost or stolen cards must be reported to the Library immediately to avoid unauthorized use. Lost or stolen cards will be marked inactive until replaced. Cards damaged by regular wear and tear may be replaced upon request. A card replacement fee of \$1.00 may be applied, if there is a high frequency of replacement cards requested by a patron.

Library cards issued at Dansville Public Library may be used at other member libraries in the OWWL Library System. Check with individual libraries for their borrowing policies. Cardholders are permitted only one OWWL Library Card in their name. Library cards are not transferrable.

Youth Registration (ages 4 – 17)

A parent or guardian may obtain a library card for their child by providing proper identification* and signing the registration form. Upon signing, the parent/guardian assumes responsibility for all materials and any fees incurred through the use of the child’s card. The child must be present at the time of registration.



The Library Director and Youth Coordinator retain the right to modify the registration process for youths in situations where the above policy does not apply.

***Acceptable Identification:**

- Photo ID with current address
- Photo ID AND one of the following:
 - Telephone, utility, rent, or tax bill
 - Imprinted checks with current residential address

Special Card Types

Online Library Cards

Online registration is available to all full and part-time adult residents of Ontario, Wayne, Wyoming, and Livingston Counties, as well as any person who attends school or pays property taxes in these counties. To receive an online library card, applicants may not already have an OWWL library card.

Library cards obtained through online registration will give card holders access to all OWWL digital resources and allow individuals to place holds on physical library materials. To borrow physical library materials, online registration patrons must present proper identification, as previously noted. Online Library Card registrations will expire six months from date of issuance.

Out-of-System Cards

Out-of-system is defined as anyone residing outside Ontario, Wayne, Wyoming, and Livingston Counties. Out-of-system residents may register for OWWL Library Cards and are subject to the same rules and policies as in-system patrons. Online Library Card registration is not available for out-of-system residents.

Agency Cards

The Library may issue Agency Cards to specific types of organizations for use by authorized staff of that organization. Qualified organizations include Day Care Facilities, Nursing Homes, Museums, Historical Societies, Boys & Girls Clubs, and Churches. Classroom teachers should contact their school librarian/BOCES for group loans.

Authorized Users

Patrons may grant authorized users access to portions of their account information. Permissions include the ability to check out items on the account, place and/or pick up holds on the account, and view borrowing history. The Library also considers access to and payment of a patron's bills as authorized permissions. Authorized users can be added or removed at any time.

Patron Account Retention

Patron accounts are automatically deleted for inactivity in accordance with OWWL Library System policy. In order to maintain patron privacy, the Library shreds paper registration forms once staff have confirmed the patron's information.



BORROWING

To borrow library materials, a patron must present a valid library card or photo ID at the time of check out. If a patron does not have their library card, they may provide their name and additional identifying details that match the information on their account (i.e. address, phone number, email, date of birth). Holders of a valid library card have access to ALL materials and resources in the Library.

OWWL Library Cardholders in good standing may borrow up to 100 physical items at a time. Approval to borrow additional items will be handled on a case-by-case basis.

Borrowing privileges will be suspended and a patron’s account will no longer be considered in good standing when they have an outstanding amount owed of \$5.00 or more, have five (5) or more overdue items, or have chronically abused the Library’s borrowing policies. In special circumstances, Library staff may override the suspension or impose a limit on the number of items an individual is permitted to borrow.

Loan Periods

Due dates are determined by the length of an item’s loan period and the calendar date on which the item was checked out or renewed.

Material	Loan Period	Allowed Renewals
Books	3-weeks	2 renewals
Audiobooks	3-weeks	2 renewals
DVDs	1-week	1 renewal
DVD – TV series	3-weeks	1 renewal
Magazines	3-weeks	2 renewals
Enrichment items	3-weeks	2 renewals
Electronic devices	1-week	1 renewal
Fishing Poles	3-weeks	2 renewals
Passes (Museums, Empire Pass, etc.)	1-week	No renewals

Circulation Restrictions

- A maximum of five (5) DVDs may be borrowed by a patron at a time.
- The most recent issue of a magazine is for in-library use only.
- Newspapers are for in-library use only.
- Items designated as Reference or Local History materials are for in-library use only.

The Library Director may grant exceptions to these rules on a case-by-case basis, based on the patron’s circumstances and popularity of the item.

Renewing Materials

Materials are eligible for renewal unless a hold has been placed on the item, the item’s allotted number of renewals has been exhausted, or the patron’s account is not in good standing.



If materials are eligible for renewal, they will automatically be renewed on their due date. Library accounts with valid email addresses will receive notifications regarding automatic renewals.

Extension of an item's loan period may be granted for special circumstances, at the discretion of Library staff. Patrons may not return an item, then immediately check it out again, unless authorized by Library staff.

There are several other ways to renew materials:

- Online by logging into an OWWL account using the library card number and 4-digit passcode
- In person at Dansville Public Library or any other OWWL Library
- Over the phone by calling Dansville Public Library at 585-335-6720

Placing Holds

If an item is not available at Dansville Public Library, patrons may place a hold to request the material from another OWWL Library.

- Up to 20 holds can be placed on a library account at a time.
- Hold requests may be placed through the OWWL Catalog, over the phone, or in person at the Dansville Public Library.
- Patrons have the option to be notified via email, text, or telephone when their holds are ready to pick up.
- Holds not picked up within 7 days may be returned to the owning library. If a patron regularly fails to pick up their holds within this time and does not contact the Library to make other arrangements, a fee of \$1.00 may be billed to their account for each item returned to the owning library.
- Although holds will be fulfilled, patrons whose accounts are not in good standing will be unable to borrow the items until their account is brought to good standing.
- The Library reserves the right to cancel holds that are unable to be fulfilled.

Inter-Library Loan

Inter-Library Loan is a service provided by OWWL Library System that assists patrons to obtain materials not owned within the OWWL Library System. OWWL works in partnership with an ILL provider to source materials from institutions nationwide. This service is free to OWWL patrons; however, limits and fines or fees assessed by the OWWL Library System or the lending library may apply. Contact Dansville Public Library staff to request an item not found in the OWWL Catalog.

Returning Materials

Library materials may be returned at any OWWL Library, unless otherwise indicated on the item.

Dansville Public Library's outdoor, drive-up book drop is open 24/7 and is located in the alley leading to Perine Street. Items that cannot or should not be returned in the book drop, as indicated on the item, must be returned inside the Library during the Library's hours of operation.



Items returned via the book drop when the Library is closed will be backdated to the last day the Library was open. Returns made while the Library is open are treated as being returned during that day.

Overdue Materials

As of November 1, 2022, Dansville Public Library is a fine-free library. Charging overdue fines does not support the Library's mission of providing opportunities to all members of the community, as overdue fines disproportionately affect low-income families, adding a barrier to library use. Dansville Public Library will not charge overdue fines on items checked out at the Dansville Public Library. The Library does not collect payment on overdue fines issued by other libraries. Library staff may forgive any overdue fine, once an item has been returned.

Materials are due back by the date indicated at time of checkout or renewal. Items not returned more than 28 days after their due date are considered lost. At that time, the patron's account will be billed for the cost of replacing the item. Some library privileges, including borrowing materials, may be suspended until the item is returned or payment for the bill is received. Items may still be returned to remove the bill from the library account.

Materials with multiple parts must contain all parts at time of return to avoid replacement charges.

Courtesy reminders of upcoming due dates are sent by email or text. Overdue notices are sent by email, text, or mail. Once an item is considered lost, a bill is mailed to the address on the Library account. Failure to receive notices or bills does not excuse replacement charges.

Lost or Damaged Materials

When an item is lost or irreparably damaged, the cardholder will automatically be charged the original price of the item.

The Library may accept a replacement item for lost or damaged material owned by Dansville Public Library. Replacement items must be in like-new condition and an exact ISBN match to the lost or damaged item, otherwise they may not be accepted. Please consult with Library staff before purchasing a replacement item.

Replacement charges for items owned by Dansville Public Library may be reduced or forgiven on a case-by-case basis, based on the patron's circumstances, the age of the lost or damaged item, and/or its popularity.

Once a lost or damaged item is paid for in full, the item is considered the property of the patron. The Library does not issue refunds.

Any patron who willfully destroys or damages Library property either within or outside the Library will be asked to pay the total replacement cost for the property in question. If the patron is a minor, the parent or guardian will be held responsible for replacement costs.

Claims Returned



Patrons who believe they have returned an item that still shows as checked out on their account must notify the Library. Dansville Public Library staff will work with the patron to locate the item. If the item cannot be located, Library staff will mark the item as “Claims Returned” in the catalog; the patron will not be penalized. If the item is subsequently found, it should be returned to the Library. There is a limit of three (3) “Claims Returned” items per patron, after which any additional “Claims Returned” items will be billed to the patron as lost items.

Suspension of Privileges for Health and Safety Reasons

The Library may restrict a user’s ability to borrow materials and/or visit Library facilities when such use may jeopardize the health and cleanliness of Library facilities, collections, and users.

Should it become necessary to suspend Library borrowing privileges in order to protect Library collections, facilities or other users, the Library patron would be notified of the suspension. Borrowing privileges would be restored when the suspended patron demonstrates that the situation causing the loss of privileges has been remediated.

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