



**Wood Library Association  
134 N Main St  
Canandaigua, NY 14424**

## **CIRCULATION POLICIES**

AMENDED by Wood Library Board of Trustees 08/23/2021, 12/08/2021(by Executive Committee)

### **Registration**

Any person who lives, works, or owns property within the four-county Pioneer Library System and who is either 5 years old or has entered kindergarten is eligible for a library card.

Borrowers can apply for a library card in person or online.

Photo ID and proof of current address are considered acceptable forms of identification and must be presented at the time of application.

Children starting at age 5 or entering kindergarten may obtain a library card. A parent or legal guardian must be present or provide written permission at the time of application to assume financial responsibility for the child's borrowing. The parent must present acceptable identification at the time of application.

Borrowers are responsible for updating their registration information upon any change of address, name, stolen card, etc.

Application for a library card constitutes an agreement with the library that the borrower is responsible for all materials borrowed on the card and will return them in a timely manner and in good condition. The borrower assumes financial responsibility for any overdue fines or replacement costs incurred for lateness, loss or damage to the materials. The borrower's signature on the application implies his/her agreement to abide by all library rules, policies, and regulations.

A borrower may replace a lost card for \$1.00. A child's card may be replaced for \$.50. Identification may be required at the time of replacement.

## Borrowing

A borrower must present his or her library card or photo ID for every transaction. Renewals or requesting materials from other libraries do not require library cards or identification.

Borrowers may be denied access to materials or services when late fees on specialized items reach \$5.00, he/she has more than 5 overdue items, or has chronically abused the library's borrowing rules, as determined by the library staff.

A limit on materials to be borrowed by one person may be imposed based on demand, value, or availability of items.

### Borrowing limits:

Books/Magazines	Unlimited*
DVDs/DVD series	20*
Music CDs	20*
Video Games	4
Audiobooks	Unlimited*

\*First time borrowers are limited to 6 items.

### Loan periods:

Books	3 weeks	2 renewals*
New Books	2 weeks	1 renewal*
Magazines	3 weeks	2 renewals*
Audiobooks	3 weeks	2 renewals*
Music CDs	3 weeks	2 renewals*
Single Disc DVDs	1 week	1 renewal*
Multi-Disc DVDs	3 weeks	1 renewal*
Video Games	1 week	1 renewal*

\*Renewals are allowed as specified unless the item is reserved for another person ("on hold") in which case, it cannot be renewed.

### Late fees:

Wood Library supports access and equity. Eliminating overdue fines for certain materials means more people in our community have greater access to the Library's vital materials, resources, and services. Late fines, no matter how small, are a very real and significant burden for low-income individuals, disabled persons, seniors, children, and families. Fines act as an inequitable barrier to service and will not be imposed on library patrons unless specified below.

Books/Magazines	Fine-Free
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New books	Fine-Free
DVDs/DVD series	Fine-Free
Music CDs	Fine-Free
Video Games	Fine-Free
Audiobooks	Fine-Free
Fishing Poles	3 week loan 2 renewals \$.20 late fee/day
Wellness Kits	3 week loan 2 renewals \$.20 late fee/day
Wifi Hotspots	1 week loan No renewals \$5.00 late fee/day
Museum Passes	1 week loan No renewals \$1.00 late fee/day
Outdoor Yard Games	1 week loan No renewals \$.20 late fee/day
Outdoor Adventure Backpacks	3 week loan 2 renewals \$.20 late fee/day

\*Maximum overdue charge is \$5.00 per item. Fees are only charged the days that the library is open.

The borrower agrees that any audio-visual materials borrowed and used with the borrower's own equipment are used at his/her own risk. The library is not responsible for damage to the borrower's equipment.

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