

Ontario Public Library

Policy 4020

LENDING RULES

Borrowing privileges for the Library are granted to holders of a Pioneer Library System OWWL card. This card is required for all borrowers to be consistent with the circulation system used by the Library. Children may obtain a library card upon completion of kindergarten or at the discretion of the Director or Youth Services Librarian. Children under the age of 14 must have a parent or guardian's signature on their application. Parents are responsible for the payment of fees and fines incurred by their dependent children. Cards are valid for one (1) year, at which point they must be renewed with proper ID and proof of address.

Applicants for an OWWL library card must supply proof of identification and current address within the OWWL service area of Ontario, Wayne, Wyoming and Livingston Counties, and sign the application form. Proof of address must be obtained by either the individual or, in the case of a minor, the parent or guardian. It is considered as one of the following: a valid New York State driver's license or identification card, a canceled check bearing the card holder's address and name, a letter addressed to the card holder bearing a stamp cancellation.

Cardholders are responsible for the safekeeping and use of their card, and for all items checked out, by them or anyone else on that card. The Library cannot courtesy hold individual cards for borrowers. Borrowers are required to present a valid OWWL card in their name at the time of the loan from the Library.

Borrowers are considered delinquent and not in good standing if they have overdue items, unpaid fines or charges, have returned damaged materials for which payment has not been made, or have been billed for overdue items. Cardholders will be denied borrowing privileges if they incur fines and/or charges exceeding \$5.00. Cardholders with outstanding debts exceeding \$5.00 at other Pioneer System Libraries will also be considered not in good standing until the situation is resolved.

E-mail, or first class mail notices to those without an e-mail address on file, cell phone texts and/or phone calls will be the official means of communicating overdue notices to the borrower or responsible party. Overdue books and other library materials are subject to fines per Fee Schedule.

Non-Resident Borrowing

Applicants for an OWWL card who reside outside of the four county Pioneer Library System service area must supply proof of identification and current address, and sign the application form used by the library. The identification information will be securely stored as required by the Pioneer Library system.

Special Cardholder Library Privileges

Individuals who have requested cardholder privileges, but have been unable to obtain a NYS driver license or ID, or establish an address or rental agreement as yet may, at the discretion of the Library Director, be issued a three-month duration, limited use card at the Ontario Public Library. The cardholder may borrow up to two items and have Internet access while in the Library.

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An e-mail address and/or cell phone number will be required. A cardholder, known to the individual, who does have an OWWL card may be requested to be a co-signer, until such time as the individual meets the criteria on his/her own for regular privileges.

Loan Periods

Loan periods are determined by the library director according to the demand of the material, appropriateness of use, or value.

Loan periods are:

Materials Classified as NEW

NEW Books, music, audiobooks	3 weeks with no renewals
Video recordings and electronic games	1 week with no renewals

Other Circulating Collections

Books, music, audiobooks, magazines	3 weeks*
Video recordings and electronic games	1 week with 1 renewal*
* Renewals cannot be placed on items that have holds pending	

The Library Director may place a limit on the number of items borrowed by an individual based on the demand by others for the type of material, books related to special events, and holiday use, accumulated value of the items and/or library member card status.

Checkout limits for cards in good standing:

- Total (all items combined): 99 items
- Audiobooks: 10 items
- NEW DVDs: 2 items
- All other DVDs/Videos: 5 items
- Music CDs: 10 items
- Video Games: 3 items