Circulation and Interlibrary Loan Policies
Mannsville Free Library

The following are rules and regulations of the Mannsville Free Library.

I. **New Cardholders:**

A. Complete a registration form and provide identification. Primary identification to be used is identification with a picture (preferably a Driver's License) which has the individual's current address. If the address information on the picture ID is not current, then another form of identification must be presented which verifies the individual's current address (e.g., a piece of mail or bill). Individuals who do not possess a valid picture ID must present two documents that verify their current address.

B. Children ages 12 and under must apply with a parent or guardian. The adult's signature is required on their registration form.

II. **Overall Policy:**

A. Users must present their library card to check out materials.

B. There is a limit of (20) items that may be checked at one time on a library card.

C. Library cards must be renewed every two (2) years, and patrons must acknowledge their desire to renew their card with the Library Director, or Assistant, in person or by telephone at the time of renewal.

III. **Loan Periods:**

A. Adult Fiction and non-fiction books are loaned out for 4 weeks; 2 weeks for new releases.

B. Juvenile and Easy books are loaned out for 4 weeks; 2 weeks for new releases

C. All videos in DVD format are loaned out for 2 weeks.

D. All audio CD formats are loaned out for 4 weeks .

E. Loan periods for passes are covered under the MFL “Museum/Park Pass” policy.

IV. **Renewal Policy:**

A. All items may be renewed up to 3 times; new releases may not be renewed

B. Renewals are not allowed for items with requests.

C. Renewals for passes are covered under the MFL “Museum/Park Pass” policy.

V. **Overdue Materials and Fines:**

A. Borrowing privileges will be suspended if a patron has five (5) or more overdue items, and will not be restored until such materials are either returned or paid for.

VI. **Damaged Materials:**

A. If a book or other material is damaged beyond repair, the borrower is required to pay the billed amount. Jacket cover price of the damaged or lost item will be the amount charged, at the library's discretion

B. Borrowing privileges are revoked until payment for the damaged item is received.

VII.

Confidentiality:

A. Library records that are deemed confidential are covered by New York State Law signed on June 13, 1988 (I CPLR 4509).

These records are related to the circulation of library materials that 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, or the use of audio-visual materials, films or records**. These records shall be confidential and shall not be disclosed except that such records may be disclosed upon the request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

The Mannsville Free Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

VIII. **Interlibrary Loan**

The Interlibrary loan service supports the mission of the library by providing expanded access to library materials and information. The purpose of interlibrary loan is to obtain materials not available in the library. The library affirms that interlibrary loan is an adjunct to, not a substitute for, the library's collection. In meeting patron needs, the library will exhaust local resources first, before requesting items on interlibrary loan.

A. Definition:

An Interlibrary Loan request is defined as a request for library materials made on behalf of a library patron through the library systems.

B. Patron Status:

a. Patrons must have a library card in good standing to use the Interlibrary Loan service.

b. Interlibrary Loan requests will not be processed for patrons with overdue Interlibrary Loan materials.

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C. Borrowing Rules:

a. Twenty (20) active requests are permitted at any one (1) time per patron. A request is active from the time it is initiated until the item has been returned and checked in at the lending library and the record has been cleared.

b. Materials will be available for pickup for 10 calendar days after they are processed.

c. Interlibrary Loans may be renewed but only if the lending library permits renewals.

D. Charges:

a. The library does not charge fees for the Interlibrary Loan service.

b. The library always attempts to borrow from libraries who lend free of charge. However, if an item is only available from a library that charges a fee or requires a shipping fee, the item will be requested only if the patron agrees to pay the charge. The patron is responsible for overdue fees, repair or replacement costs. The library will make an effort to collect any such charges from the patron who received the materials.

** Reviewed & approved by the Board of Trustees, December 8, 2025*