



## Cortland Free Library

*Books are just the beginning!*

**Policy Category:** Circulation

**Policy Title:** Borrowing Policy

**Need for Policy:** Cortland Free Library is committed to providing equitable access to materials, resources, and information to our community with as few restrictions as possible. To this end, we have enacted the following policy.

### **Policy:**

The Cortland Free Library is proudly open to all, with our particular service area being the city of Cortland and the Towns of Cortlandville and Virgil. Residents of these areas, as well as anyone who resides in the [Finger Lakes Library System](#) (FLLS)—Cortland, Tompkins, Cayuga, Tioga, and Seneca counties—may obtain a library card for free with proof of ID and current address. If an individual is not a resident within FLLS’s region, they may obtain a library card for a nominal annual fee.

- If an **adult library card applicant (age 18 or older)** does not have proof of current address with them the day of signup, they will still be allowed to sign up for a card with photo ID, however borrowing privileges will be limited until they supply proof of current address.
- **Teens ages 13 to 17** must have photo ID and must be accompanied by a parent or guardian with a library card in good standing to sign up. If they do not have a parent or guardian with them the day of signup, they will still be allowed to register for a card with photo ID, however borrowing privileges will be limited until they bring in a parent or guardian with a card in good standing.
- **Children younger than the age of 13** must be accompanied by a parent or guardian with a library card in good standing in order to sign up. They must also be able to write their name on their library card.

The library defines “**good standing**” as having no fines and no more than three item claims (claimed lost, claimed returned).

With a library card, patrons may borrow materials from Cortland Free Library’s physical and digital collections, including books, magazines, periodicals, movies, games, audiobooks, eBooks, media, and more. Please note that some items are limited to in-house use, including local history and reference materials and microfilm.

Patrons may also borrow items from other libraries in the Finger Lakes Library System.

Cortland Free Library no longer issues overdue fines, however lost and damaged item fees still apply.

If items are borrowed from other FLLS libraries, Cortland patrons will incur fines in effect at those libraries.

There are no fees for replacement library cards, should one need to be issued.

A patron's borrowing privileges may be restricted if their account is not in good standing and if they are not participating in the library's Good Faith Payment Plan.

### **Good Faith Payment Plan**

- Patrons who are unable to pay the entirety of the fines on their account may retain limited use of their card if they pay some amount, however small, towards the amount owed each time they wish to check out material at the library.
  - Limited use restricts the number and types of items that can be checked out at one time. Computer use and other regular (e.g., copying, scanning) library use and access are still permitted.
- Full borrowing privileges will be reinstated upon full payment.

### **Patron Privacy**

Cortland Free Library does not keep track of a patron's borrowing history (i.e., Reading History) unless asked to do so by the patron.

### **Responsibilities:**

- **Patron Responsibilities**
  - Patrons are responsible for returning borrowed items on or before their due date, in good condition.
  - Patrons must present their card at the circulation desk in order to check out items. If they have forgotten their card, they may be looked up by their last name and will be asked to verify their address.
  - Each individual is responsible for their own library card. If their card is lost or stolen, they should notify the library so a replacement card can be issued.
  - Patrons are responsible for notifying the library of changes in contact information including, phone number, email address, and mailing address.

- **Staff Responsibilities:**

- Library staff is responsible for explaining the borrowing policy to patrons at the time of library card signup.
- Library staff is responsible for ensuring the completeness of each patron record in Polaris.
- Library staff is responsible for adding notes to patrons' accounts in Polaris who are participating in our Good Faith Payment Plan.
- Upon a patron's request to track their borrowing history, staff will enable the "Reading History" function in Polaris.

Visit [cortlandfreelibrary.org](http://cortlandfreelibrary.org) to view our full catalog of offerings and for more information, including loan periods, loan limits, and how to place holds on items from other system libraries.

**Approved:**