

Circulation and Interlibrary Loan Policy

Lyme Free Library

The following are rules and regulations of the Lyme Free Library. These are effective October 15, 2018 as adopted by the Board of Trustees of the Lyme Free Library on January 10, 2022.

I. Cardholder Requirements

A. Adult Cards: Patrons age 14 and above must 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 individuals current address.

B. Juvenile Cards: Children under the age of 14 must apply with a parent or guardian. An adult's signature is required on the registration form.

II. Overall Policy

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

B. Library cards must be renewed every year.

C. There is a limit of 20 items being loaned on a library card.

III. Loan Periods

A. All materials are loaned out for a period of 28 days.

B.

IV. Holds

A. Holds may be placed either in person or online.

B. There is a limit of 10 holds per patron.

C. Materials will be available for pickup for 10 days after they are processed and the patron has been notified by phone.

V. Renewal Policy

A. All items may be renewed if there are no holds.

B. Renewals may be done over the phone, in person or online (before the due date).

VI. Over Dues and Fines

A. The Lyme Free Library does not charge overdue/fines.

VII. Lost and Damaged Materials:

A. If a book or other material is damaged beyond repair or lost, the borrower is required to pay the billed amount.

B. B. Until the lost or damaged item is paid for, the user may not borrow any materials.

VIII. Confidentiality:

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

IX. 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: a. An Interlibrary Loan request is defined as a request for library materials made on behalf of a library patron through the NCLS, or DueNorth.

B. Patron Status: a. Patrons must have a library card in good standing to use the Interlibrary Loan service. A patron status of Blocked will deny ILL service. b. Interlibrary Loan requests will not be processed for patrons with overdue Interlibrary Loan materials.

C. Borrowing Rules: a. Twenty active requests are permitted at any one 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 cleared. b. Materials will be available for pickup for 10 days after they are processed. c. Interlibrary Loan materials are checked out for 28 days, unless specified otherwise by lending library. d. Interlibrary Loans may be renewed 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 which charges a fee for loans, the item will be requested only if the patron agrees to pay the fee. c. 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.