

Aurora Free Library CIRCULATION POLICY

A borrower is responsible for all materials loaned on his/her card. A borrower will reimburse the library for all lost or damaged materials. Parents must co-sign for children under 18, thereby taking responsibility for materials charged to that card. Wells students and summer residents must provide two addresses (local and permanent) and telephone numbers.

- New library patrons are required to register by filling out our registration form and providing proof of residency as outlined in our Library Card Policy.
- The patron receives a CayugaConnect library card that may be used at any Cayuga County library. Restrictions will apply at Seymour Library in Auburn.
- Patron may sign out materials the same day.

Patrons may borrow up to the following number of items:

Books: 40 for individuals; 100 for institutions

Books on CD, Books on tape, Music CDs ,Wii Games, and Multi Media (a book with a CD/tape) : 5 of each type

VHS and DVD : 5 of each type

Media devices: Nook Color and Playaways: 5 of each type

**These limits may be exceeded with the permission of the library director.

Book Drop

The Aurora Free Library book drop is always available for return of library materials on the north side of Cherry Avenue by the back door. Materials borrowed from any library in the Finger Lakes Library System can be returned to Aurora.

Item Loan Periods

3 weeks for library materials except videos/DVDs

1 week for DVDs/Videos

Renewals

There is one renewal for all items owned by the library, provided there is not a hold on that item. Renewals may be made in person, by phone or online. Interlibrary loan items are subject to their home library renewal periods.

Interlibrary Loan (ILL)

Interlibrary loan service is provided for materials not owned by Aurora Free Library. Items received through interlibrary loan will be held for 2 weeks and then be considered unclaimed and sent back. Our lending period will apply if the material is coming from a Finger Lakes Library System member library. An interlibrary loan item from outside the Finger Lakes Library System is subject to the lending library due date.

Overdue and Lost Items

There are currently no fines taken for late materials. We believe people will not abuse this privilege and will return materials promptly. Lost materials charges will still be enforced.

Overdue items that are World Cat items (ILL outside the FLLS area) **are charged \$1.00** per calendar day.

Approved by the Board of Trustees on 7/15/96 and amended on 9/17/13.