



9 Church Street
Bloomfield, NY 14469
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CIRCULATION POLICY

Revised 6/93 Revised 1/98 Revised 2/98 Revised June 18, 2001, Revised 2/2005,
Revised 2/2015; Revised 2/2017 Revised 7/2018; Revised 8/2018

Borrowing Privileges

An OWWL Card is required to borrow materials and use the library computers.

The Bloomfield Public Library issues library cards without charge. Cards are valid for one year and must be renewed at the end of this period.

PATRONS MUST PRESENT THEIR LIBRARY CARD WHEN CHECKING OUT LIBRARY MATERIALS. Photo ID will be accepted in the case of a forgotten card on a limited basis.

For Patrons 18 and over

Library cards are issued to individuals 18 years of age and older upon presentation of a valid ID which contains name and current address. Preferred form of identification is a NY State Driver's License or a NY State Non-Driver's ID; other forms of ID will be accepted at the discretion of the library staff.

For Patrons under 18

Children are issued a library card when they have reached their 5th birthday. A parent or legal guardian must sign the registration form for a child under the age of 18 and present valid ID as described above.

Holders of a valid library card have access to ALL materials in the library.

Lost library cards

A \$3.00 fee may be charged to replace a lost library card.

Fines and Overdue Materials (see attached Fine and Fee Schedule)

Patrons who have outstanding overdue fines in excess of \$5.00, and/or more than 5 items overdue, will lose borrowing privileges until the fine is reduced to less than \$5.00 and/or fewer than 5 items are overdue

Lending Policies

CIRCULATION PERIODS:

Books, magazines, and sound recordings CD may be checked out for three weeks.

DVDs may be checked out for one week. New DVDs may be checked out for three days. Patrons may have a total of five DVDs checked-out at a time.

Computer Use: The library's public computers with internet access and office applications may be "checked-out" for in-library use for one hour. A library card is preferred, but guest passes are available

RENEWALS

All circulating materials may be renewed by telephone, on-line through patron's OWWL Account, by emailing bloomfieldlibrary@owwl.org, or at the library, providing there are no Holds on the material at the time of renewal. Materials may be renewed no more than two times. New DVDs may not be renewed.

HOLDS

All circulating materials may be placed on hold in person, on-line through OWWL Account, by emailing bloomfieldlibrary@owwl.org, or by telephone. Patrons will be notified when the requested item is available. Material will be held for one week. A \$1.00 per item no-show fee may be charged for items not picked up within one week of notification.

INTERLIBRARY LOAN

Materials not available through OWWL may be requested through Interlibrary Loan. Materials are borrowed for patrons from regional and state libraries as necessary. Loan periods for these materials are determined by the loaning libraries. A \$5.00 non-refundable fee will be charged on all Interlibrary Loan requests placed to libraries outside of the Pioneer Library System.

SERVICES TO SCHOOLS, DAY CARE CENTERS, SENIOR CITIZENS AND OTHER SPECIAL GROUPS

Loans to special groups are handled on an individual basis. One person from the organization must be responsible for items borrowed. Due dates may be extended at the discretion of the library staff. Bulk loans are available.

Materials may be returned at the circulation desk during open hours, in the book drop after hours, or at any Pioneer Library System library.

Bloomfield Public Library
Library Charges

FINE AND FEE SCHEDULE
(Effective 3/1/2012)

MATERIAL	FINE RATE / DAY	MAXIMUM FINE
Books	\$.20	\$ 5.00
Magazines	\$.20	\$ 5.00
Audiobooks	\$.20	\$ 5.00
DVDs	\$ 1.00	\$ 5.00

COPIER CHARGES

The library maintains a self-service copier for use by its patrons. Charge is \$.10 per side.

LOST OR DAMAGED ITEMS

Patrons are held responsible for all items checked out on their library cards. Patrons will be required to pay for lost items and for items that are damaged beyond further use and must be withdrawn from the collection. The patron will be charged the bibliographic record price of the item. Patrons may present a replacement of the exact item in new condition in lieu of paying the bibliographic record price.

FAX

Outgoing fax - \$1.00 per page; Incoming fax \$.50 per page. Maximum charge \$5.00

FINE/BILL PROCEDURES

Courtesy phone calls are made when materials are two weeks overdue. A written notice is sent when the item is four weeks overdue. A final bill is sent after the materials are six weeks overdue. The bill notice includes the replacement cost of the item. The patron is blocked from borrowing materials from any Pioneer Library System library until the charges are paid or the materials are returned to the library and any outstanding fines are reduced to a level below \$5.00.

Patrons who owe the library more than \$100.00 may be liable for court action. Court costs will be added to the amount owed to the library.