

9 Church Street  
Bloomfield, NY 14469  
585-657-6264  
[www.bloomfieldpubliclibrary.org](http://www.bloomfieldpubliclibrary.org)

## **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; Revised 9/2020; Revised  
4/19/2021

The Bloomfield Public Library (“the Library”) is a member of the Pioneer Library System (PLS), a New York State-chartered cooperative public library system serving the forty-two public libraries in Ontario, Wayne and Wyoming and Livingston (OWWL) counties. The Library applies the same privileges, responsibilities, and fees to all OWWL cardholders, no matter which PLS library originally issued their library card.

The Library maintains a Circulation Policy to ensure that all patrons are provided with consistent and equitable service from the Library and that every patron has clear expectations of their rights as an OWWL cardholder.

### **1. Registration**

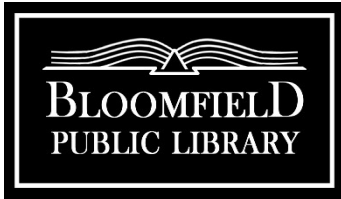
An OWWL library card is required to borrow materials. Registering for a library card must be done in-person. Exceptions can be made for people who are disabled and unable to come to the Library or for those registering for online library cards through the Pioneer Library System’s Self-Registration Form.

The Bloomfield Public Library issues library cards without charge. In order for the Library to maintain accurate patron contact information, OWWL library cards are valid for two years and must be renewed at the end of this period. When renewing a library card, a patron will be asked to provide their current contact information.

Patrons are only allowed one OWWL card in their name. The Library reserves the right to withdraw borrowing privileges from any patron providing the Library with false registration information. Lost cards should be reported to the Library immediately to avoid unnecessary charges.

#### ***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 the individuals 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.



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### ***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.

### ***Online Library Card Registration***

The Pioneer Library System's online library card registration system enables all full and part-time residents of Ontario, Wayne, Wyoming, and Livingston Counties, as well as any person who attends school or pays property taxes in these counties, to obtain a library card via a Self-Registration Form located on <https://owwl.org>.

Library cards obtained through online registration will give card holders access to all OWWL digital resources and allow individuals to place holds on physical library materials. The Bloomfield Public Library requires that online registrants provide further proof of identity in-person before they are able to borrow physical library materials.

### ***Service to Special Groups***

Loans to special groups are handled on an individual basis. Special groups may include, but are not limited to, schools, day care centers, and senior citizen centers. One person from the organization must be responsible for all items borrowed. Due dates may be extended at the discretion of library staff. Bulk loans are available.

## **2. Borrowing Privileges & Responsibilities**

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.

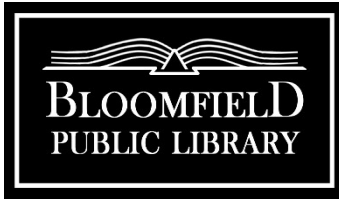
Holders of a valid library card have access to ALL materials in the library.

### ***Loan Periods***

Books, magazines, and audiobooks 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 Bloomfield Public Library DVDs checked-out at a time.

Computer Use: The library's public-use computer stations may be "checked-out" for in-library use for one hour. A library card is not required to use the computer stations. The library's public-use laptops and tablets may be checked-out for in-library use for one hour; a library card in good standing is required to use public laptops and tablets.



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### ***Returning Items***

Materials may be returned at the circulation desk during open hours, in the book drop, or at any Pioneer Library System library. Unless noted, all items owned by a PLS library may be returned to the Bloomfield Public Library.

### ***Renewals***

All circulating materials may be renewed by telephone, on-line through patron's OWWL Account, by emailing [bloomfieldlibrary@owwl.org](mailto:bloomfieldlibrary@owwl.org), or at the library. Items will be renewed for an additional loan period providing there are no hold requests on the item at the time of renewal and the items' allotted number of renewals has not been exhausted. Print and audiobook materials may be renewed no more than two times. DVDs and New DVDs may only be renewed one time.

Materials may be automatically renewed, if they have not been returned by the end of their circulation period. Automatic renewals adhere to the same limits as stated above.

### ***Holds***

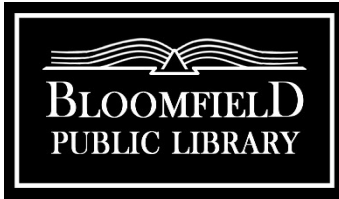
All circulating materials may be placed on hold in person, on-line with an OWWL Account, by emailing [bloomfieldlibrary@owwl.org](mailto:bloomfieldlibrary@owwl.org), or by telephone. Patrons will be notified when the requested item is available. Materials will be held for one week. A \$1.00 per item 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 by any registered cardholder in good standing. The Pioneer Library System coordinates borrowing of requested materials 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.

### ***Authorized Users***

Patrons are allowed to grant authorized users access to portions of their account information. Permissions include the ability to check out items on the account, place and/or pick up holds on the account, and view borrowing history. The Library also considers access to and payment of a patron's fines as authorized permissions. Authorized users can be added or removed at any time.



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### **3. Fines and Overdue Materials**

Charging overdue fines for print materials and audiobooks does not support the library's mission of providing opportunities to all members of the community, as overdue fines disproportionately affect low-income families, adding a barrier to library use. The Bloomfield Public Library will not charge overdue fines for print materials and audiobooks checked out at the Bloomfield Public Library. This policy does not apply to overdue fines for DVDs, Blu-Ray, and video games.

Library materials checked out at other OWWL libraries are subject to that library's circulation policy and may still accrue overdue fines.

Patrons whose accounts have outstanding overdue fines in excess of \$5.00, from any OWWL library, and/or more than 5 items overdue are considered to be not in good standing with the Library. These accounts will lose borrowing privileges until the total fines is reduced to less than \$5.00 and fewer than 5 items are overdue.

#### ***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.

The Library does not issue refunds for lost or damaged items that have been paid for by patrons. Once paid for, these items are considered the property of the patron.

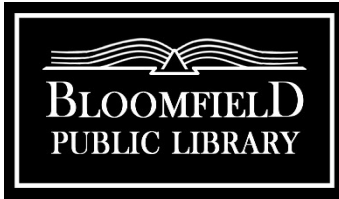
#### ***Billing Procedures***

Emailed and written notices are sent when an item is several weeks overdue. The patrons account is billed once the item is eight weeks overdue. The bill 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.

#### ***Fine and Fee Schedule*** (Effective 4/1/2021)

DVDs, Blu-Ray, and video games checked out at the Bloomfield Public Library will accrue overdue fines at \$1.00 per day, with a maximum fine of \$5.00.



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All other print, audiobook, and circulating materials checked out at the Bloomfield Public Library will not incur overdue fines for returning the items after their due date.

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

***Copy, Print, and Fax Charges***

The library maintains a self-service, multifunction copier for use by its patrons.

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|------------------------|--|
| Print or Copy          | Black & White: \$0.10 per page side<br>Color: \$0.25 per page side                                 |
| Fax                    | Outgoing: \$1.00 per page, excluding cover page<br>Incoming: \$0.50 per page<br>*Maximum of \$5.00 |
| Scan to Patron's Email | No Charge  |