

Solvay Public Library

Borrowing Policies

Here are some details about membership in our library system and this library's specific circulation procedures:

- 1) **You are responsible for all materials borrowed** on your card. Parents and guardians of minors are responsible for materials borrowed on their children's cards. Change of address or a lost or stolen card should be reported to the library immediately.
- 2) Your library card can be **used at any of the city branches or suburban libraries** in Onondaga County. Some library policies and fees vary between libraries.
- 3) Most materials are loaned for 3 weeks. **Your receipt shows the dates items are due.**
- 4) **You can renew materials.** If there is no other request for the title, the materials will be renewed.
 - There is a limit of two renewals on most library materials.
- 5) Most library materials borrowed from one county library **may be returned to any other** Onondaga County public library. Some exceptions include electronic devices.
- 6) Each item returned **after the due date** will be subject to a per day overdue charge.
 - OCPL sends overdue notices as a courtesy, but no bills for fines and charges.
 - Borrowers will be charged the cost of replacing lost or damaged items.
 - This library requires you to pay 10% of your fees to use your card.
 - All overdue library accounts in the amount of \$50 or more will be referred a collection agency. A service charge of \$10 is applied to each account submitted for collection.
- 7) Your library **record is confidential.** We cannot tell your family what you have checked out. Ask library staff about our "Associations" feature.

If you have any concerns, please ask our staff or contact me, the Library Director.

--Cara Burton, MLS