

## LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

*Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.*

## For Your Convenience....

- ◆ If you are homebound or are a caretaker, ask us about arranging options for borrowing.
- ◆ You can renew with automated telephone renewal at (315) 435-1430 or online at [www.onlib.org](http://www.onlib.org). You will need your library card and P.I.N. number.
- ◆ Mobile access to your account is [m.onlib.org](http://m.onlib.org).
- ◆ For your convenience, we offer several options for overdue and hold notification.
- ◆ You can return items to any OCPL library or to our book return.

*Note: Circulation policies and fines vary among libraries. Check your receipt for due dates.*



Our staff give personnel attention to your library needs.

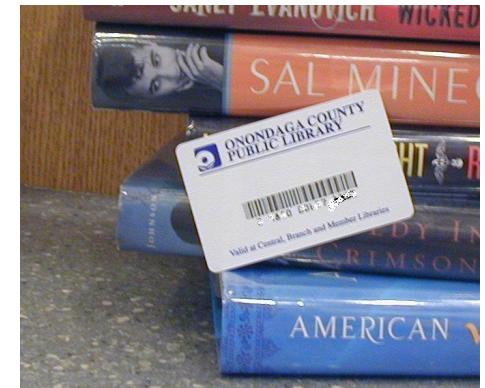
## SOLVAY PUBLIC LIBRARY

615 Woods Road, Solvay, New York, 13209

Phone: 315-468-2441  
[www.solvaylibrary.org](http://www.solvaylibrary.org)

## SOLVAY PUBLIC LIBRARY

# Library Registration Policies



A member of the Onondaga County  
Public Library System.

## CONFIDENTIALITY OF YOUR LIBRARY RECORDS

By law (see below), library staff can discuss your borrowing record only with you. This is true for both adults and children. At the Solvay Public Library, after a minor's 8<sup>th</sup> birthday, the parent or guardian may obtain information about a child's circulation records if the child is present and consents to the release of the information. If the child is not present, dated written consent from the child can be provided for each request. We can identify whether a balance is due on your child's account.

Solvay Public Library acknowledges and upholds the Confidentiality Law of New York State as set forth in Article 45, Section 4509 (1988) of the New York Civil Practice Law and Rules as follows:

*"Library records, which 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 for photocopies of library materials, title reserve requests, or the use of audiovisual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by law."*

Exceptions to this policy and law are covered under the U.S. Patriot Act.

## ACCESS TO YOUR LIBRARY ACCOUNT

At Solvay Public Library, photo ID is required for checkout of library materials and computer use. YOUR own library card will be required for checkout.

### WHY PHOTO ID?

- ◆ Having a photo in your record protects your personal information and guards against identity theft.
- ◆ Having a photo in your library registration reduces the chance of someone else using your card to check materials out and run up fines.
- ◆ Helps the staff detect when a card may be lost or stolen even if the patron has not found it to be missing.
- ◆ Your photo will be in the system and only accessed when you use your card.
- ◆ For your convenience, your photo can be taken at any county library with the computer camera.
- ◆ Having a photo attached to your card registration eliminates the need to show a photo id each time you want to check something out.

### WHY YOUR OWN CARD?

*To protect your identity and privacy and protect your card.*

You are responsible for all items checked out on your card. If your card is lost and not reported lost, another patron can checkout items on your card. When staff only check-out on your account with proper identification, it avoids fines and fees incurred through use of your card by others.

You may be asked for photo verification of your identity before we take your picture. No hats, sunglasses, or other head coverings are allowed. No others will be in your photo. Over time, you may be asked to have your photo updated.

## FINE POLICY

**When registering for a library card, you accept responsibility for all items borrowed on this card and agree to pay fines and fees.**

Patrons owing fees or fines over \$3.00 on their account must pay 10% to use the computers or check-out materials. For example,

<i>If you owe:</i>	<i>You must pay at least:</i>
<b>\$10.00</b>	\$1.00
<b>\$20.00</b>	\$2.00
<b>\$40.00</b>	\$4.00
<b>\$50.00</b>	\$5.00

- Each time you use your card at Solvay Public Library, you will need to pay this 10%.
- Exceptions are primary and secondary school students, who must pay 25 cents up to a \$10.00 fine, and then 5% thereafter.
- Issues regarding fines and fees should be addressed to the Solvay Public Library Director or the Solvay Public Library Board of Trustees.
- *We appreciate your cooperation with this payment plan. Our goal is for your card to be clear of fines and fees, so that your library use is not limited.*

Fines and fees that go unpaid can result in Collection Agency action. A \$10 non-refundable processing fee will be applied to your account.

*Don't let someone else ruin your credit! Report a lost or stolen card immediately.*