

Hollwedel Memorial Public Library of Pavilion, NY

Borrowing Policy

Borrowers must present a valid Nioga or Pioneer Library card to check out materials or to use a computer.

Borrower's cards are issued to residents of Genesee, Orleans, Niagara counties as well as Pavilion Central School District residents and employees. There is no charge to apply for a Library card. A picture ID with name and current address or a document with name and current address is required. A parent or guardian must be present for borrowers under the age of 14 years in order to receive a Junior Library card.

According to the HMPL'S Non-Resident Policy, if you reside outside of the Pavilion Central School District, an annual fee of \$20 is required. Renewals for purchased non-resident cards will be one year from the date the card was issued or previously renewed. Residents of Genesee, Orleans, and Niagara counties can obtain a card from their district Libraries.

Loan Periods

Loan periods and limits are designed to balance the individual user's needs against those of the user community. The Director reserves the right to limit materials as necessary.

Three weeks for books, magazines and audiobooks. New adult titles may be subject to a two week loan period based on popularity.

Two weeks for DVDs, music CDs, and video games. One week for new DVDs. Check out limit per card: 10 DVDs

Renewals

A circulating item may be renewed if it is not on hold for another patron. Items may be renewed in the Library, by telephone, by e-mail, or online via logging into the patron's account. Unless there are other patrons waiting for the item, books and magazines may be renewed twice.

Fines

No fines are charged for overdue materials.

Lost items will be charged the cost of replacement. The Director has the option of considering allowing the patron to provide an acceptable replacement copy, waiving or reducing charges if it is determined there are extenuating circumstances. Items belonging to other Libraries are subject to the owning Library's policies and fees.

Disclaimer

The Library does not accept any responsibility for damage caused to patrons' equipment as a result using borrowed media.

Confidentiality of Library User Records

Pursuant to New York State Civil Practices Law and Rules Article 45 4509, all Library records that identify types of materials used by or personal information about individuals are confidential in nature. Under no circumstances shall Library staff provide information of any kind about an individual Library user. No Library records shall be made available to the public, press, or governmental agency, except by such process, order or subpoena authorized by federal, state, or local law, or upon the written consent of the Library user. Only the Library Director is authorized to accept the court order or subpoena. See HML's Patron Records Confidentiality Policy.

Protection of Copyright

It is the intent of the Hollwedel Memorial Public Library to comply with Title 17 of the United States Code, titled "Copyrights" and other federal legislation related to the duplication, retention, and use of copyrighted materials. Audiovisual materials for which the Library has purchased public performance rights will be so indicated in the bibliographic record. Items without public performance rights are for personal and home use only. Library staff will follow copyright law in selecting and using materials for public performances.

Adopted: October 13, 2021