

Argyle Free Library: Circulation Policy

POLICY STATEMENT

This policy is to state the rules regarding lending of materials to library patrons.

REGULATIONS

- Library materials may be borrowed by anyone who has a valid Argyle, SALS (Southern Adirondack Library System) or MVLS (Mohawk Valley Library System) Library card. An Argyle Free Library card may be used at other libraries in these systems but each library's limitations will vary.
- Library cards can be obtained by completing an application form available from the library staff or by visiting the library and speaking with the clerk.
- Cards will be issued to anyone who is at least three (3) years old. Applicants less than 14 years of age will require a guardian's signature acting as a sponsor on their application form.
- Tourists (someone who does not have a permanent address in the areas covered by SALS or MVLS) may obtain a library card by completing an application and providing both a local and a permanent home address.
- Cards will be issued upon receipt of a complete application form and borrowing can begin immediately. Possession and use of a library card indicates acceptance of library policies. Library cards can be revoked.
- Videos are lent out for a ten-day period. Only five (5) videos are allowed to be borrowed at a time per patron.
- Audio books and new books are lent out for a 14-day period.
- All other Library books or magazines have a four (4) week lending period.
- Renewals will match the original lending period and can be obtained either by consulting the library staff or done on line. Renewals will be limited for materials with a waiting list.
- Notifications can be done by text or email. Please let the clerk know your preference, if any.
- Overdue materials will be fined:
 - \$1.00 per day for videos, audio books and new books up to a \$5.00 maximum per item;
 - Materials not returned within three (3) months will be considered lost and you will be billed for the replacement value of the material.
- Library privileges will be revoked if a borrower owes more than \$10.00 in fines or has not returned materials. This revocation applies to the total SALS / MVLS systems. Payment of outstanding fines or replacement of lost items will reverse the revocation of the library card and re-instate borrowing privileges.