

GEORGE P. & SUSAN PLATT CADY LIBRARY

Circulation Policy

Adopted by the Board: 07/21/2026

Policy

This policy is designed to foster the widest possible access to the Cady Library's loanable materials.

Purpose

The purpose of this policy is to outline borrowing privileges, responsibilities, and procedures for all library users.

Procedures

Obtaining a Library Card

Adult residents (ages 18 and older) of Nichols, NY and its surrounding communities are eligible to receive a library card, and children* (birth to 17) may also obtain their own card if their parent or trusted adult is a Cady Library cardholder. There is no charge for issuing or replacing a library card.

Library accounts are active for three years and information is verified every three years to keep cards active. Two things are required to get a card:

1. Photo ID
2. Proof of working or residential address (piece of mail, digital receipt on phone, etc.)

*Children ages birth to 12 must have a parent/responsible adult present to verify their information. Caregivers may opt their children out of internet access at the time of registration.

Borrowing Materials

To borrow items from the Cady Library, patrons must have an active library card with the Cady Library or with any of the other 32 Finger Lakes Library System member libraries and be in good standing (owing less than \$15.00 in fees with no currently lost items on their account). All patrons have unrestricted access to the Library's collections. Library staff members do not screen materials for content and do not act in loco parentis. Parents or trusted adults are responsible for selection

decisions of the children in their care. Library of Things items, passes, DVDs and electronic games must be checked out by an adult.

Format	Limit	Loan Period
Books	30 (100 for institutions)	3 weeks with 2 automatic renewals
Books on CD	10	3 weeks with 2 automatic renewals
DVDs	5	3 weeks with 2 automatic renewals
Electronic Games	5	3 weeks with 2 automatic renewals
Libby (digital)	5	3 weeks
Library of Things	1	1 week
Passes	1	1 week

Renewing Your Items

Cady Library materials may be renewed in person, online, or by telephone for one additional loan period. Additional renewals may be granted unless the item is on hold for another patron.

The Cady Library participates in an automatic renewal program for books; as a result, all on-loan books will be renewed twice automatically as long as there are no holds on them by other patrons. If there is a hold on an item, patrons are expected to return the item at their earliest convenience.

The other 32 libraries within the Finger Lakes Library System have different policies regarding renewal limits. In the event an item from another library has been loaned to a Cady Library patron and additional renewals are sought beyond those limitations, a renewal request must be made by the patron directly to the owning library.

Holds

Patrons may borrow items that are currently checked out or items from other Finger Lakes Library System libraries by placing a hold. Depending on the method selected when acquiring a library card, patrons will receive notification the hold is available for pickup by email or phone call.

Items will be held for 10 days after notification, at which time they will be returned to the owning library if they are not picked up.

Returning Materials

Library materials, with the exception of all Library of Things items and Passes, may be returned to any of the 33 libraries within the Finger Lakes Library System. To return materials in-person to the

Cady Library, please bring items to Circulation Desk during open hours or use the drop box at the end of the main entrance ramp during closed hours.

Overdue Materials and Fines

The Cady Library does not charge fines for overdue materials but some of the libraries in our region do. Further borrowing may be prevented for fees in excess of \$15.00. Email or phone notifications, depending on the method you selected when acquiring your library card, are sent automatically when an item is 10 days overdue. A second overdue notice is sent automatically when an item is 30 days overdue.

Lost or Damaged Items

Items are considered lost when they are 60 days overdue, and a bill is generated automatically. Depending on the method selected when acquiring a library card, bills are sent by email or by mail (when phone was selected as the method of notification). The replacement cost of the lost or damaged item is determined by the present market replacement value.

The Library accepts cash or check payments made payable to “Town of Nichols - Cady Library”. The replacement cost is nonrefundable once an item is paid for or replaced, even if the patron has later found the lost item.

In the event that a child misplaces or damages library materials, the parent or trusted adult is financially responsible for these items.

In the event of a financial hardship, please speak with the Director.

Interlibrary loan materials from outside the Finger Lakes Library System are subject to fines and fees at the discretion of the lending library and cannot be waived.

Renewal of Library Cards

Library cards will expire automatically every three years but may be renewed at the Library or over the phone. Notifications are sent automatically by email or phone call one month prior to the expiration date of a library card depending on the method selected when acquiring the card.

Non-Resident Borrowing

Non-Residents follow all the same procedures and guidelines as residents, with the sole exception being Libby access. Libby is not available to Non-Resident patrons as part of the agreement with Libby and the Finger Lakes Library System.