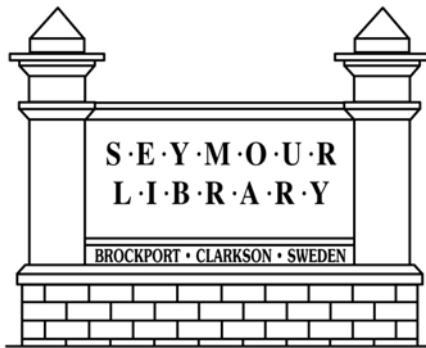


*Welcome to the Seymour Library*

# **Borrowing Guidelines**



161 East Ave., Brockport, NY 14420  
637-1050 • [www.seymourlibraryweb.org](http://www.seymourlibraryweb.org)

## Library Hours

Monday–Thursday..... 10 am–9 pm  
Friday ..... 10 am–6 pm  
Saturday (September–June)..... 10 am–3 pm  
Saturday (July & August) ..... 9 am–noon  
Sunday (October- April)..... 1 pm–4 pm

## **HOW TO GET A LIBRARY CARD**

### ***If you own or rent property in Monroe County:***

#### **Adults and Teens:**

You may obtain a library card by presenting one (1) current picture ID showing your current local address (such as a driver's license).

OR

You may obtain a library card without picture ID by presenting two (2) current forms of ID, one (1) of which must include proof of residency (such as a recent tax property bill, utility bill, lease or postmarked letter).

Please note: If your mailing address is a PO Box, you will also need to show proof of residency.

#### **Children:**

A child (12 years or younger) may obtain a library card if a parent or legal guardian presents ID with proof of address AND one (1) form of ID bearing the name of the child (such as a birth certificate, social security card or health insurance card). Both the child and the parent or legal guardian must be present for the child to be issued a card.

Please note: Parents/legal guardians are responsible for materials borrowed or fines accrued and for monitoring their children's access to library resources, including the Internet. Beginning 1/1/2009, parents/legal guardians are required to complete and sign an MCLS Children's Library Card Application when a new card is issued.

### ***If you don't own or rent property in Monroe County:***

There is an annual per card fee of \$30 to obtain a Monroe County Library System (MCLS) card. The procedures for obtaining a card are the same as those listed above.

## **ANNUAL UPDATE FOR YOUR LIBRARY CARD**

Every year on the anniversary of the day you received your library card, you will need to show ID and proof of your current address as well as your library card so that we may update our records. Updating a child's card requires a parent or legal guardian's proof of address. Both the parent or legal guardian as well as the child must be present to update the child's card. You will also need to pay any outstanding fees or fines.

## **FORGOTTEN CARDS**

If you have forgotten your library card, you may occasionally use your ID which must include your current address. **YOU MAY BORROW ONLY ON YOUR OWN CARD.**

## **LOST CARDS**

If your library card is lost or stolen, please notify us immediately. You are responsible for any items borrowed until you report the loss of your card. The Seymour Library charges a \$1 fee for lost library cards. You must show ID with current address to replace your card.

## SEYMOUR LIBRARY LOAN PERIODS & RENEWALS\*

Material	Loan Period	Number of Renewals*	Fines	Maximum Fine
<b>DVDs &amp; Videos**</b>	1 week	2	25¢ / day	\$7
<b>Adult Books**</b>	3 weeks	2	25¢ / day	\$7
<b>Young Adult Books**</b>	3 weeks	2	25¢ / day	\$5
<b>Children's Books**</b>	3 weeks	2	25¢ / day	\$3
<b>Adult Music CDs &amp; Audiobooks**</b>	3 weeks	2	25¢ / day	\$5
<b>Children's Music CDs &amp; Audiobooks**</b>	3 weeks	2	25¢ / day	\$3
<b>Bookbags</b>	3 weeks	2	25 ¢ / day	\$3
<b>Homeschooling kits</b>	3 weeks	2	25¢ / day	\$25

**\*New items, as identified by blue tape, are non-renewable.** Items may not be available for renewal due to pending holds as well as library lending policy restrictions.

\*\* THE LOAN LIMIT PER CARDHOLDER includes a limit of:  
10 DVDs and/or videos (4 of which may be NEW)  
6 NEW books from each category: adult, young adult and children's  
4 NEW music CDs from each category: adult and children's  
4 NEW audiobooks from each category: adult, young adult, and children's

### **DUE DATES**

Materials returned at the Seymour Library must be returned before the library's closing time on the date due. Materials borrowed from the Seymour Library may be returned to any MCLS library.

## **VACATION LOANS**

In special circumstances, you may request an extended due date of up to 9 weeks on books, CDs, and audiobooks. New materials, DVDs, and videos are not available for extension.

## **OVERDUE, LOST & DAMAGED ITEMS**

If you owe \$5 or more, you will lose your borrowing privileges until your account is under \$5. Unresolved accounts of \$35 or more will be submitted to a collection agency and a \$15 agency fee will be applied. If your item is lost or damaged, you will be charged the item cost, plus a non-refundable \$5.00 processing fee. Replacement items are not accepted.

### **YOU ARE RESPONSIBLE FOR ITEMS BORROWED ON YOUR CARD!**

If there are special circumstances surrounding overdue items, please contact the Circulation Supervisor, Patty Trek.

## **HOLDS PLACED WITHIN THE MCLS SYSTEM**

Many circulating items may be placed on hold, regardless of whether the item is on the shelf or checked out to another patron. Holds may be limited by individual library policies, certain materials types, and restrictions on your account. You may reserve items online at [www.seymourlibraryweb.org](http://www.seymourlibraryweb.org), by phone at 637-1050, or in person. You will be notified by your method of choice (email, automated phone call, or mail) when your hold is available for pickup. A 50¢ hold fee is due when the item is picked up. You are responsible for payment whether the item is picked up or not.

## **EMAIL NOTIFICATION**

You may receive email notification for your holds and overdue items, in addition to a courtesy email reminder 3 days before your items are due. You may sign up for email notification online ([www.seymourlibraryweb.org](http://www.seymourlibraryweb.org)) or in person at the Seymour Library. If the email notice is unable to be delivered, you will be notified via the MCLS automated phone system or by mail. You are responsible for checking your email for notifications from [notices@mcls.rochester.lib.ny.us](mailto:notices@mcls.rochester.lib.ny.us) or [courtesy@mcls.rochester.lib.ny.us](mailto:courtesy@mcls.rochester.lib.ny.us).

## **RENEWALS**

You may renew items online ([www.seymourlibraryweb.org](http://www.seymourlibraryweb.org)), by phone (428-4455), or in person by bringing the items to the circulation desk. Exceptions include items on hold for another patron, items not renewable, and items that have exceeded the renewal limit. The same limits and exceptions for renewals apply regardless of the method of renewal. Please make a note of your items' new due dates.

## **BOOK DROPS**

For your convenience, the Seymour Library has two outside book drops. The drive-through book drop is open 24/7. The book drop next to the main entrance is open after library hours. Any materials, including audio visual items, may be returned in these depositories. Please put items in carefully, one at a time, so the book drops do not get clogged. Please remember that all materials are due before the Seymour Library's closing time on the due date, including items returned in book drops.