Massena Public Library

Circulation Policy

Library Cards

1. Library cards are required to borrow materials.
2. Library cards will be issued to children of any age.
3. Anyone under the age of 16 must have
    a. their parent or legal guardian present while registering or
    b. their registration card signed by their parent or legal guardian.
4. A form of ID with proof of address, such as a driver's license, is required for an adult (16 years of age and older) to receive a library card. If an individual does not have identification with a current address, a utility bill can be used to verify the person's address.
5. Patrons must pick up their own library cards unless they are housebound.
6. Individuals residing temporarily in the community may receive a card if they present proof of their permanent address. These individuals can borrow only 3 items the first time they borrow materials.
7. Patrons must use their own cards when checking out materials. Exceptions are
    a. Individuals can check out items held on reserve for a patron using the patron's card, and with the patron's permission.
    b. Babysitters, who have written permission from a parent/guardian, may use the parent's/guardian's card.
    c. Under certain circumstances, cardholders may contact the library and permit others to use their cards (housebound patrons, for example).
8. Patrons may borrow materials without having their library card if their identity can be verified by a driver's license or other valid form of photo identification.

Loan Periods

Library materials are loaned for the following periods depending upon type.

1. Books (except new or on reserve), past issues of magazines, audio books, multimedia kits: 28 days
2. New books, books on reserve, music CDs: 2 weeks
3. DVDs: 1 week
4. Tables, chairs, pop up canopies, outdoor games and other Library of Things items: 3 days
5. Audio-visual equipment: 3 days
6. Attraction passes: 3 days

Material Limits

The Director has the authority to set limits on the number of items, or total value of items, a patron may borrow at one time. Patrons from one household may have up to eight DVDs. Each patron may have up to 20 books checked out at one time.

Renewals

1. One renewal is allowed except for DVDs, attraction passes, items on reserve and some interlibrary loan materials.
2. Renewals can be made by telephone or email.
3. Some material may have an automatic renewal applied.

Reserves

1. Only circulating materials can be reserved.
2. A library in the library system must own a book before a patron can reserve it.
3. Massena Public Library patrons' reserves for items are filled before interlibrary loan requests are honored.
4. Reserved material will be held for a maximum of 10 days.

Overdue Materials

1. The library does not charge late fines.
2. Patrons who have overdue items may not check out more materials until the overdue items are renewed or returned. Legal action can be taken when materials are long overdue, according to New York State Education Law §265 Detention and Massena Public Library's Destruction or Detention of Library Property Policy.
3. The library sends an overdue notice approximately two weeks after an item becomes overdue. A second notice is sent four weeks after the item becomes overdue. This second notice is a bill for the full replacement cost of the item.
4. Patrons who do not return an item within two weeks after the second overdue notice must compensate the library for the full replacement cost of the item.

Lost or Damaged Materials

1. Patrons who return damaged materials will be charged a fee for the entire replacement cost of the item.
2. Patrons who return a damaged DVD/CD container will be assessed a fee for the entire replacement cost of the item.
3. Patrons who lose their library card must pay $2.00 for a new one unless the card is lost through theft, fire or other hardship.
4. Patrons whose cards break or wear out will not be assessed a fee for a new card.

Denial of Service

1. Patrons with unpaid charges of $5.00 or more will have their borrowing privileges suspended until charges have been paid.
2. Patrons who have been sent a second overdue notice and have not returned material will have their borrowing privileges suspended and a note placed on their account blocking use.

Interlibrary Loan

1. A print, non-print or a copy of a printed source may be requested through the interlibrary process, whether the borrower requests directly from the lender or requests

indirectly through the library system of which he/she is a member.
2. Duration of a loan is from the day the item is checked out by the patron to the day the item is received back, unless otherwise specified by the lending library.
3. The Massena Public Library will comply with conditions established by the library that is borrowing material.

Fees

1. Photocopier
    a. $0.25 per copy
    b. copies made for non-profit groups may be done for free with approval of the Director
2. Microfilm machine $0.15 per copy
3. Computer Printer
    a. $0.25 per black and white page
    b. $0.75 per color page
4. Laminating $2.00 per 8.5” by 11” page
5. Snacks and beverages $1.00 each
6. Fax
    a. To Send: $2.00 for the first page, $0.15 for subsequent pages
    b. To Receive: $1.00 for the first page, $0.15 for subsequent pages
7. Earphones $1.50
8. Envelope $0.25

This policy was amended by the Massena Public Library Board of Trustees on January 13, 2026.
This policy was amended by the Massena Public Library Board of Trustees on December 9, 2025.
This policy was amended by the Massena Public Library Board of Trustees on October 14, 2025.
This policy was adopted by the Massena Public Library Board of Trustees on April 12, 2022.