

**EAST FISHKILL PUBLIC LIBRARY DISTRICT
CIRCULATION POLICY
DRAFT12/26/23**

The East Fishkill Public Library District (Library) provides materials to the community in a variety of formats. For those patrons with a valid Mid-Hudson Library System (MHLS) library card, materials may be removed from the library after check-out, free of charge, for certain specified periods of time. Such loan rules are determined by the Director of the Library as the designee of the East Fishkill Public Library District Board of Trustees working in concert with MHLS and Directors Association when appropriate.

Select items that are part of a special collection may only be borrowed by Town of East Fishkill residents. These are clearly marked.

Items that are returned past the established due date may be subject to overdue fees. The Library expects that while in the custody of the patron library materials will be safeguarded against damage. Library materials that are returned with damage may be subject to replacement and handling fees. Library materials returned missing components may also be subject to replacement and handling fees.

If a patron account has fines, fees, replacement costs and/or manual fees in excess of a certain dollar amount, the Library reserves the right to use the services of an outside agency to collect the monies owed and/or the materials. In that event, the Library may include an additional fee to the patron account for the cost of hiring the outside agency.

If there are fines or any other charges in excess of a certain dollar amount, the Library reserves the right to suspend the use of the patron's library card until such fees are satisfied. This suspension may bar the patron's access to, proprietary databases or digital content that are normally available free of charge with a valid MHLS library card. Such suspension will be enforceable by all member libraries of the MHLS and will remain in effect until fees are satisfied.

When a patron checks out materials from the Library, the Library will inform the patron of the due date. This information is also available to patrons by logging into their account online. It is the Library's practice to notify the patron once regarding overdue materials. If the materials are not returned, a bill will be mailed to the patron's home. In the event that the Library fails to notify the patron of delinquent materials, the patron is still required to pay all associated fees and fines.

Delinquent materials may not be held by the patron indefinitely and if not returned in a reasonable period of time the materials will no longer be accepted by the Library. In that case, the only way to unblock the account is for the patron to pay the money owed.

The use of a Collection Agency is disclosed to borrowers of the Library's materials who request items using the Inter-Library Loan system within MHLS.