



## CIRCULATION POLICY

The Board of Trustees of the Dobbs Ferry Public Library (DFPL) is dedicated to establishing policies that make the Library's resources available to all cardholders for borrowing with as few restrictions as practical. This policy encourages the use and borrowing of the Library's print and non-print materials. The Library seeks to have as few restrictions on the flow of information as possible while protecting its resources. In order to provide an adequate selection and equal access to materials, the Library sets limits on the length of loan periods, renewals, and reserves.

The Library does not maintain records of what individuals have borrowed and returned in the past, except when overdue fines have not been paid. The Library will not disclose a borrower's personal information to others unless required to do so by law.

### Steps for getting a library card:

Adults and children who live in the Village of Dobbs Ferry are eligible for a free library card. Students, faculty, caregivers and people who work in the Village are also eligible for library cards. The card will be honored at all Westchester County public libraries.

Users are responsible for notifying the Library of subsequent address, phone number, email or name change. If a library card is lost or stolen, the user must notify the Library immediately. To ensure confidentiality and expedite service, library users must present a library card in order to borrow materials. Should the library user not have his or her library card, the Library will require a valid government-issued photo ID for identification, or school ID for students under 18.

Patrons can come to the library or apply for a Library Card [online](#). When patrons come to the library to get a new card, they will have to show appropriate personal identification with proof of eligibility for a resident or guest library card. Children under the age of 13 must be accompanied by an Adult caregiver. Teenagers, 13-18, can use information from their school for identification, i.e. school schedule, report card or school ID. Teenagers without school information must be accompanied by an Adult to apply for a Library Card.

### Borrowing Periods:

Patrons can check out up to 75 print items (books, magazines), and 6 digital items (DVDs, Blurays, CDs, Audiobooks) at a time with a Library Card.

Item Type	Loan Period	Renewals and late fees
New Books	2 weeks	1 renewal, auto renewal
14 Day Express	2 weeks	No renewals
Adult Materials	3 weeks	1 renewal, auto renewal

Young Adult Materials	3 weeks	1 renewal, auto renewal
Children's Materials	3 weeks	1 renewal, auto renewal
Audiobooks	3 weeks	1 renewal, auto renewal
MP3 CD Audiobooks	3 weeks	1 renewal, auto renewal
Pre-loaded Books (Playaway)	3 weeks	1 renewal, auto renewal
Music CDs	3 weeks	1 renewal, auto renewal
DVDs & Blurays	1 week	1 renewal, auto renewal
DVD & Bluray series	2 weeks	1 renewal, auto renewal
Magazines	1 week	No renewals
ILL Materials	Up to 4 weeks*	Renewals possible* Late fee is \$2/day
Museum Passes	1 week	No Renewals Late fee is \$2/day
WiFi Hotspots	2 weeks	No Renewals Late fee is \$10/day
Reference and Local History	Library Use Only	
Jigsaw Puzzles & Tabletop Games	No limit	

### Types of Library cards:

*General:* For Adults, Teenagers and Children who live in Dobbs Ferry. Library cards need to be renewed every 3 years.

*Guest:* For caregivers, students and faculty from local educational institutions, and people who work in the Village but live outside of Westchester County. To obtain a Guest Card patrons must show proof of residence on campus, or proof of employment, and identification that shows residence outside of Westchester. These cards are good for 1 year and can be renewed.

*Temporary:* People who have just moved to Dobbs Ferry or have just started working in the Village but do not have the proper identification to get a Library Card can be issued a Temporary card. This card is valid for 30 days, and cannot be used for Inter Library Loans, Museum Passes or Hotspots.

*Replacing a Lost Card:* Adults 18+: There is a \$1 fee for replacing a lost library card.

Children and Teenagers: There is no fee for replacing a lost library card.

*Renewing a Library Card:* Library Cards need to be renewed periodically depending on the type of card. To renew a card patrons can either come into the library or call, giving us their current address.

*\*The Dobbs Ferry Public Library complies with the American Library Association's Library Bill of Rights stating "A person's right to use a Library should not be denied or abridged because of origin, age, background, or views." For this reason we do not put restrictions on the types of materials patrons can access and check out from the library. This includes children and teenagers. Parents are expected to keep track of the various forms of media their children are accessing.*

### **Holds:**

The DFPL offers patrons access to place holds on items from any public library in the Westchester Library System and have the item sent to the DFPL. Not all items can be placed on hold. It depends on the owning library.

### **Book Drop:**

The DFPL offers access to book drops in front of the building to allow patrons to return library items at any time. Materials returned in the Book Drops after the Library is closed will be checked in under the previous day the Library was opened in the morning.

### **Renewals and Auto Renewals:**

Items that are able to be renewed will automatically renew before the due date. Patrons can also renew items by logging into their account on [dobbsferrylibrary.org](http://dobbsferrylibrary.org). If an item has a "Hold" placed on it by another patron, they will not be able to renew the item.

### **Late Fees and Fines:**

The Library has temporarily suspended charging patrons overdue fines on items returned after the due date.

### **Lost Items:**

Items that are "Lost" will incur a fine based on the price of the item. Patrons are expected to pay for the price of the lost item. Exceptions can be made. The Library will accept a replacement item. The replacement copy will be reviewed by staff to determine if it is acceptable or not.

### **Inter-Library Loans (ILL):**

The DFPL offers patrons access to place an inter-library loan on items from outside of the Westchester Library System and have the item sent to the DFPL.

This is a service offered through Westchester Library System. ILLs are for materials not available in any of the 42 public Libraries in Westchester. These items can come from academic libraries or public libraries outside of Westchester. The loan period for these items is set by the lending institution, not by the DFPL. Renewals are possible. Because these items are owned by an institution outside of the Westchester Library System overdue fines will be assessed.

### **Digital Resources and Streaming Services:**

The DFPL offers access to downloadable eBooks and eAudiobooks, as streaming services and digital access to a variety of academic resources. These are offered in conjunction with the Westchester Library System.

**Museum Passes and Mobile WiFi Hotspots:**

These items are made available from the Friends of the Dobbs Ferry Library. Only patrons with DFPL Cards can check these items out.

**Reference and Local History:**

DFPL has a small collection of Reference and Local History materials located on the second floor, behind the reference desk. These items are not available for checkout. They can be used in the Library only.

**Puzzles and Games:**

DFPL has a collection of jigsaw puzzles and tabletop games for all ages. These items have all been donated. The library is always accepting more donations like these. Anyone can borrow a puzzle or game so long as they bring it back. Patrons do not need to check out these items at this time.