



## Circulation Guidelines

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, starting from birth, 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 name and street address in the Village of Dobbs Ferry. 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.

To apply for a Library Card [online](#) patron must:

1. Complete the online Library Card Application Form for: Adults (13 years of age and older)  
Children under 13 must register in person and must be accompanied by caregiver

2. Click on submit, your application will be processed within 1-5 business days. Library staff will mail your library card to you.

When you apply for a library card, you accept responsibility for all materials borrowed on the card and for all charges associated with its use. Please do not lend your card.

Please Note! Your library card number is 14 digits long and can be found under the barcode. You need the number to place holds, to use the Online Resources, or to check your library account. It is a good idea to have this number available when calling the library. Your default PIN is the last four digits of the telephone number registered to your account. Once your card is activated, you can change your PIN by logging into your account online [here](#).

**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 \$5/day
WiFi Hotspots	2 weeks	No Renewals Late fee is \$10/day
Roku Express	2 weeks	No Renewals Late fee is \$10/day
Reference and Local History	Library Use Only	

Jigsaw Puzzles & Tabletop Games	2 weeks	No Renewals
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**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 Children’s Village, The Masters School and Mercy College, and people who work in the Village, who 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:**

Patrons can place holds on items from any public library in Westchester and have the item sent to the DFPL. Patrons can do this using the online catalog on our website. Patrons will need their Library Card number and PIN (For questions about your PIN please call 914-693-6614 or talk to a Library staff member). Not all items can be placed on hold, it depends on the owning library.

**Book Drop:**

Patrons can return items by dropping them in the two Book Drops, located in front of the building, 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. They will need their Library Card number and PIN (For questions about your PIN please call 914-693-6614 or talk to a Library staff member). You can also renew by calling the Library, 914-693-6614, or coming in person. 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, except on Museum Passes, Hotspots and Roku.

Any item outstanding for a period longer than 1 month past its due date will be marked as “Lost” and the library cardholder’s account will be charged for the replacement cost of the item. Unpaid replacement costs will prevent cardholders from borrowing materials and using computers at every public library in the Westchester Library System. Cardholders will receive a notice if this occurs. When the items are returned, all replacement costs will be removed from cardholders’ accounts and cardholders will have full use of library privileges. Similarly, once outstanding replacement fees are paid, cardholders will have full use of library privileges.

**Lost or Damaged Items:**

Items that are “Lost” or heavily damaged will incur a fine based on the price of the item. The DFPL asks patrons to alert us that an item has been lost or damaged. Patrons are expected to pay for the price of the 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):**

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. To request a renewal you must call the Library, 914-693-6614, or email [reference@dobbsferrylibrary.org](mailto:reference@dobbsferrylibrary.org). You will be contacted when we hear back from the loaning institution. Because these items are owned by an institution outside of the Westchester Library System overdue fines will be assessed.

**Downloadable Books, Audiobooks and Streaming Services:**

Library card holders have access to Libby, Hoopla, Kanopy. These services allow you to check out digital content to your computer, tablet or mobile phone. Go to [dobbsferrylibrary.org](http://dobbsferrylibrary.org) and look under “Books & Media” to see how to access these. There are apps available through your devices app store. You will need your Library Card and PIN to use these services.

**Online Resources:**

Library card holders have access to a number of resources not available to the general public. Go to [dobbsferrylibrary.org](http://dobbsferrylibrary.org) and look under “Books & Media” to see how to access these. There are apps available through your devices app store. You will need your Library Card and PIN to use these services.

**Museum Passes, Mobile WiFi Hotspots, and Roku Devices:**

These items are made available from the Friends of the Dobbs Ferry Library. Only patrons with DFPL Cards can check these items out. You can reserve them in advance by calling 914-693-6614. Due to demand they may not be available without a reservation. These items due incur overdue fines. These items do not renew. Mobile WiFi Hotspots will be deactivated after 2 weeks.

Museum passes kept past their due date will accrue a fine of \$5/day

Mobile WiFi Hotspots and Roku Devices kept past their due date will accrue a fine of \$10/day

**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. For more local history information we recommend reaching out to the [Dobbs Ferry Historical Society](#).

### **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. Puzzle and games can be checked out for 2-weeks

### **Appendix:**

The Dobbs Ferry Public Library (DFPL) no longer issues overdue fines for materials checked out at the DFPL or DFPL materials checked out at another library. Any item outstanding for a period longer than 1 month past its due date will be marked as "Lost" and the library cardholder's account will be charged for the replacement cost of the item. Unpaid replacement costs will prevent cardholders from borrowing materials and using computers at every public library in the Westchester Library System. Cardholders will receive a notice if this occurs. When the items are returned, all replacement costs will be removed from cardholders' accounts and cardholders will have full use of library privileges. Similarly, once outstanding replacement fees are paid, cardholders will have full use of library privileges.

#### *Why did we go fine free:*

Overdue fines are an economic barrier to information that is free to all. The DFPL wants to ensure that fines - or the fear of fines - do not impede the residents of Dobbs Ferry from using the Library and accessing its many services. Overdue fines account for less than 1% of the DFPL's annual budget. The small economic benefit of overdue fines is outweighed by the mission of the DFPL to be an open, welcoming and accessible resource to all members of the Dobbs Ferry community.