

CIRCULATION POLICY

The Hazard Library Association primarily serves the residents of the Southern Cayuga Central School District. However, the Association also serves all residents of the Finger Lakes Library System (FLLS) in compliance with the rules of the New York State Board of Regents.

1. New library patrons are required to register by filling out our registration form. Patrons will receive a card that may be used at any library within the Finger Lakes Library System. Some restrictions may apply at some libraries depending on their circulation policies. Patrons may sign out materials the same day.
2. Patrons may borrow up to the following number of items:
 - a. Books: 40 for individuals; 100 for institutions
 - b. Audiobooks, Music CDs ,Wii Games, and Multi Media (a book with a CD): 5 of each type
 - c. Videos (Blu-Ray and DVD): 5 of each type.
 - d. Media devices: Playaways: 5 of each.
 - e. These limits may be exceeded with the permission of the library director.
3. Bar-coded library materials except videos are loaned for a three-week period. Videos (Blu-Rays and DVDs) are loaned for a one-week period.
4. Two renewals are allowed on all library materials and will occur automatically unless there is a hold on that item. Renewals may also be requested in person, by phone, or online.
5. Interlibrary loan service is provided for materials not available at Hazard Library. Patrons may request an item that is owned by our library, but checked out, or an item from another library. This can be done online by the patron or by library personnel. Our lending period will apply if the material is coming from a Finger Lakes member library. An interlibrary loan item from outside the Finger Lakes Library System is subject to the lending library due date. When the item comes in, the patron will be notified by phone or e-mail. The item will be held on the reserve shelf until the date indicated on the transit slip.
6. Fines are no longer charged for late materials which belong to a member library within the Finger Lakes Library System, however patrons are responsible for paying any replacement fees for lost or damaged items. There is a fine of \$1/day for any late returns of out-of-system loans.

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