



# **WATERFORD**

## **PUBLIC LIBRARY**

*Know and Grow, for the Journey Ahead*

## **WATERFORD PUBLIC LIBRARY: Circulation of Materials Policy**

Approved by the Board of Trustees: 5/12/26

The Waterford Public Library shares its materials cooperatively with the Southern Adirondack Library System (SALS) and the Mohawk Valley Library System (MVLS) – our materials can be borrowed by patrons of any library in the system, and our patrons can also borrow materials from the other member libraries. The Waterford Public Library also offers free cards to residents in the surrounding areas, including Albany, Cohoes, Troy, and Green Island.

All materials that can be lent out to borrowers have a loan period. Books have a 28-day loan period, except for new books (both fiction and non-fiction), which have a 14-day loan period. The Library also maintains a small holiday book collection. Items in this collection may be checked out for 14 days. Magazines can also be borrowed for 14 days. Movies (Blu-Ray and DVD) may be borrowed for 7 days. TV Shows (Blu-Ray and DVD) may be borrowed for 14 days. New Movies may be borrowed for 2 days, and new TV shows may be borrowed for 7 days. CDs, and Playaways may be borrowed for 28 days. Books, CDs, Audiobooks, and Playaways are eligible to be renewed up to twice unless another patron has a hold on the item. Movies and TV Shows may be renewed once, unless there is a hold on that item.

Circulation of eBooks, eAudiobooks, eMagazines, and streaming content are managed by our vendors and the number of items patrons can borrow and loan periods are established by contract with the vendors. Current digital lending rules are posted with links to content on the Library website. Items requested from another library will be held for patrons to pick up for seven business days. After seven days the item will be returned to circulation.

The library has a Library of Things, including sleds, fishing poles, two birdwatching backpacks, puzzles, board games, Museum passes, and Discovery Kits. Loan periods on items in the Library of Things have varying loan periods, which may be adjusted seasonally. Library staff are readily available to provide patrons with the loan period of individual items.

Reference material, archival, and some Local History material, as well as select magazines (including *Consumer Reports*) do not circulate. Patrons may read such items while in the library or may make special arrangements at the discretion of the library director for their use.

Waterford Library materials may be returned to any library in SALS or MVLS. The Waterford Library does not charge overdue fines on books, DVDs, Blu-Rays, CDs, or Playaways.

If a Waterford Public Library item is not returned within 30 days of its due date, the borrower will be billed for the replacement cost of the item and the borrower's privileges will be suspended until restitution is made. The Waterford Library will accept a replacement copy of a lost item in lieu of payment at the discretion of the Library Director. Borrowers may also be responsible for the cost or replacement of items that are damaged. Items that belong to another library in SALS or MVLS will be billed by the owning library. That Library may or may not accept replacement copies. Patrons must contact them directly. Please note that each library in SALS/MVLS has individual rules about the circulation of materials.