

**Dewitt Community Library (member of the Onondaga County Public Library System)**

**Your Responsibilities**

Library cards are free, but you are responsible for all library materials borrowed on your card. Please promptly notify the library of any change of address or lost/stolen cards. Materials borrowed on an unreported lost/stolen card are the responsibility of the cardholder.

**Where Your Card is Honored**

A card issued at the DeWitt Community Library may be used at any library in the Onondaga County system. This includes the Central Library, city branches and satellites, as well as nineteen member libraries. Ask at the Front Desk for a full list of libraries complete with phone numbers and addresses.

**Loan Period**

3 weeks for most library items, including books, audios, CDs, and magazines.

7 days for videos, DVDs, Holiday Books, and Circulating Reference Materials.

A 6 week vacation loan is available on some items; ask at the Front Desk for details.

**Renewals**

If there is no other request for an item, you may renew it. Renewals can be made by phone or over the internet, just call us at (315) 446-3578 or log on to [www.dewittcommunitylibrary.org](http://www.dewittcommunitylibrary.org). Library items may be renewed twice. For online renewals, ask the staff for a pin number and information sheet.

**Returning Materials**

All DeWitt community Library items may be returned to any library in the Onondaga County Public Library System. Book Returns may be used for the return of all materials except CDs and DVDs. There are two Book Returns at the DCL; one to the right of the door of the library, and one outside the mall's entrance #6 across from the parking garage between Media Play and Sears.

### **Fines/Charges**

20 cents - Our library's overdue fine charged each day for each item overdue.

\$5.00 - Maximum overdue fine for hardcover books, videos, DVDs, CDs, and audios

\$3.00 - Maximum overdue fine for paperback books and magazines

The DeWitt Community Library allows a three day grace period for all items borrowed from our library. Any item returned within the first three days after its due date, will not be charged a fine. Once the grace period has passed, the fine will be charged from the day the item was due. Borrowers will be charged the replacement cost for any item damaged, lost or stolen.

The DeWitt Community Library sends overdue notices, but no bills for fines or charges. Information on the status of any adult card is available upon request to the cardholder only. New York State Confidentiality Law prevents us from disclosing information concerning a child's library card without the child's permission.

**THE ABOVE POLICIES APPLY TO THE DEWITT COMMUNITY LIBRARY ONLY.**