

# TOMPKINS COUNTY PUBLIC LIBRARY

## Card and Lending Guidelines

### Getting a Library Card

Library cards are free. Anyone who lives or works in Tompkins County is eligible for a TCPL library card. Library accounts are active for three years and information is verified every three years to keep cards active. Two things are required to get a card:

1. Photo ID
2. Proof of working or residential address (piece of mail, digital receipt on phone, etc.)

Register in person or online at <https://catalog.flls.org/polaris/patronaccount/selfregister.aspx>. Homebound patrons may also call the library at 607 272 4557 to register and receive their card and books by mail. Patrons without photo ID and/or proof of address may speak with staff about card options. Patrons visiting Tompkins County for a short period of time may be assigned a temporary card.

Children ages birth to 12 must have a parent/responsible adult present to verify their information. Caregivers may opt their children out of Internet access at time of registration.

### Using Your Library Card

Please bring your card with you to the library and present it at time of checkout. Replacement cards are free. You may check out a total of 50 items at a time.

Cardholders have unrestricted access to the collections. The library does not act in loco parentis and caregivers are responsible for oversight of their children's access to materials.

### Borrowing

	Limit	Holds	Loan Period	Renewals Per Item
<b>Total per Card</b>	50	20	3 weeks	2, if no holds
<b>Books</b>	50	20	3 weeks	2, if no holds
<b>Media (CDs, DVDs, et al)</b>	50	20	3 weeks	2, if no holds
<b>Magazines</b>	20	20	3 weeks	2, if no holds
<b>Read Along Books</b>	3	3	3 weeks	2, if no holds
<b>Library of Things</b>	5	NA	1 week	NA
<b>Finger Lakes Library System Items</b>	20	20	Varies	Varies
<b>Interlibrary Loan (ILL)*</b> <i>*Subject to fines and fees</i>	20	5	Varies	Varies
<b>Libby (digital)</b>	5	5	3 weeks	NA
<b>Hoopla (digital)</b>	5/month 3/month	Instant Flex	Books: 3 weeks Videos: 72 hours Music: 1 week	NA
<b>Kanopy (digital)</b>	12 Tickets per month	Instant	48 to 72 hours	NA

## **Returns**

Material drops are located on the external side of the building along Green Street and inside at the Circulation Desk. You may return TCPL items to any Finger Lakes Library System (FLLS) member library. Member libraries are any public library within our five-county service area consisting of Tompkins, Cayuga, Cortland, Seneca, and Tioga.

## **Holds**

You may borrow items that are currently checked out or from other FLLS libraries by placing a hold. You may place a hold via our online catalog or call for assistance. You will receive notification when it is available for pickup.

Hold pickups are self-serve. Materials are arranged in alphabetical order by a truncated version of the borrower's surname and are located next to the New Books display.

## **Interlibrary Loan (ILL)**

Out of FLLS loans are available through ILL. If you would like to renew an ILL, please make your request at least 3 days prior to the due date. Late fees are \$1.00 per day. In addition, interlibrary loan materials from outside the Finger Lakes Library System are subject to fines and fees at the discretion of the lending/owning library and cannot be waived.

## **Self-Checkout**

Self-checkout stations are available for use with your library card. Your account must be in good standing to use the self-checkout service.

## **Fines and Fees**

TCPL is fine free.

Items are considered lost when they are 30 days overdue. Lost items may incur replacement fees. Borrowing privileges may be suspended once an account balance reaches \$25.00 dollars in fees or ten overdue items.

Tompkins County Public Library accepts cash, check, debit card, and credit card as payment.

- Checks can be made payable to "Tompkins County Public Library."
- We accept Visa, MasterCard, and Discover for fees over \$5.
- The replacement cost and processing fees are non-refundable once an item is paid for or replaced.
- Pay your account balance online by logging into your account at [www.tcpl.org](http://www.tcpl.org).

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