

Mexico Public Library has a variety of materials for you to borrow with your library card.

Borrowing Guidelines:

	<u>Loan Period</u>	<u>Able to Renew Item?</u>
Books & Audiobooks	14 days	Yes – 1 time
Videos(DVDs)	7 days	Yes – 1 time
Games & Puzzles	7 days	Yes – 1 time
STEM Kits	7 days	Yes – 1 time
Museum and Empire Passes	7 days	No

Loan/Borrowing Limits:

A library patron may borrow a maximum of 20 items; patrons may also request holds on a maximum of 20 items. For DVDs, a library patron may borrow a maximum of 5 items at a time. First time borrowers (new patrons) may not checkout Museum and Empire passes, STEM Kits, or multiset DVDs on their first visit. A maximum of 2 items may be checked out by new borrowers. When those items are returned, they may borrow at regular limits. A book drop is available adjacent to the front door of the library. Please return Museum and Empire passes to the circulation desk in the lobby. They are not eligible for InterLibrary Loan for borrowing or return.

Fees, Overdues, and Suspension of Privileges:

We are a FINE FREE library. That means you will not accrue fees for overdue items. You will still accrue fines for items that are lost or destroyed or fines for items borrowed from libraries that still charge late fees. Having (2) or more overdue items will limit a patron's borrowing ability by preventing new holds and checkouts. Call the library to resolve any account issues at 315-963-3012.

Library Cards:

A Mexico Public Library card may be issued to anyone who lives, works, studies, owns property, or pays taxes in the State of New York. Address verification requires a picture identification document, and a piece of recent mail, such as utility or telephone bill. Consent by a parent or guardian is required for children under the age of 14. The parent or guardian is financially responsible for the safe, timely return of all items borrowed.

Library cards are renewable for one year of card life and full loan privileges.

Replacements for lost cards are charged a \$1.00 fee.

Responsibilities:

Patrons are responsible for all materials borrowed on their card. Parents and guardians of minors are responsible for materials borrowed on their children's cards. Change of address or a lost or stolen card should be reported to the library immediately. Materials borrowed on an unreported lost or stolen card remain the responsibility of the cardholder.