Lightner Library
Community Member
Borrowing Procedures & Policies

Procedures

A community member who is interested in obtaining borrowing privileges at Lighter Library must:

- Email (community@keuka.edu) or call the Office of Community Relations and Events (315-279-5602) in advance to be able to set up their borrowing privileges
- Obtain an ID/Borrowing card that will identify him/her to Lightner Library personnel as a community member with borrowing privileges
- Bring the ID/Borrowing card to Lightner Library between 9 am and 5 pm to register as a library user.
- Community member must see a library staff person (not a work-study student) to complete the registration process.*

*Once registered a community member may come to the library to borrow materials any time the library is open but must present the ID/Borrowing card whenever borrowing materials. A community member will be able to borrow materials for one year from the date on his/her ID/Borrowing card.

Borrowing Policies

Community member may borrow:

- Up to five (5) items (Books, DVDs, videos, and CDs) from the Library’s circulating collection

Community member may not borrow:

- Entertainment DVDs
- Reserve materials
- Reference materials**
- Periodicals**

**Reference materials and periodicals may be used in the library

Loan Periods:

- Most Books, DVDs, videos, CDs circulate for five (5) weeks, but there are some items that have shorter circulation periods.

A community member will not have access to Lightner’s Interlibrary Loan service, printing or copying.

A community member will be expected to return library materials on time or request a renewal

A community member must return his/her materials immediately if needed by a student or faculty member. Failure to do so will result in loss of borrowing privileges.
Overdue Materials:

There are no fines for failing to return an item on time. However replacement costs and processing fees will be charged for items not returned after four (4) weeks. A community member will receive email notices as follows:

- Almost overdue notice 3 days before item is due
- 1st overdue notice 1 week after the due date
- 2nd overdue notice 2 weeks after the due date
- 3rd overdue notice 3 weeks after the due date
  - When the 3rd notice is produced, the community member will be blocked from further borrowing until the outstanding item(s) is/are returned
- 4th overdue notice 4 weeks after due date
  - A bill will be produced that will include the replacement cost plus a $25 processing fee for each item; a copy will be both emailed and mailed to the community member.
  - Once a bill is produced the community member will be responsible for the $25 processing fee even if the item(s) is/are returned.
  - Community member’s registration and borrowing privileges will be cancelled if the item(s) has/have not been returned and all relevant charges have not been paid by two weeks after the bill was sent.

Lightner Library reserves the right to change the terms and conditions of borrowing our materials at any time.