

# Onondaga Free Library

## Circulation Policy

### Checking Out

- Must have your library card or picture ID to check items out
- Maximum of 50 items can be on a card at one time
- Of these 50 items, you are allowed a maximum of 10 DVDs and 10 music CDs

### Loaning Periods

- Most books, audiobooks, music and magazines are loanable for 3 weeks
- Most DVDs are loanable for 1 week

**Renewals** - Most items you get 2 renewals– You are only granted these renewals if the item has not been requested by another patron. Renewals can be made online or over the phone.

**Holds** - You can request items to be set aside for you

- When placing a hold, you have the option of which library you would like to pick it up.
- Once your request has come in and you are notified via email, phone or mobile text, you will have 7 days to pick the item up
- You are allowed up to 50 hold requests at one time

**Returns** - You can return most items to any of the public libraries in the county

**Fine Policy** - Fines must be under \$10 to check out materials

- 25¢ per day for adult items - max \$10
- 10¢ per day for children's and teen items - max \$5
- When you return items to OFL, you get 1 grace day

*\*Note: Circulation and fine policies vary among OCPL. Check your receipt for due dates.*