

Circulation and Service Fees Policy

How many items may I borrow?

- 1) Books (print and Audio): up to 10
- 2) New Patrons limited to 3 items
- 3) DVD's (must be 18 years of age): up to 5
- 4) Magazines: 2
- 5) Kits: 1

What are the borrowing periods for books and other materials?

- 1) New Books – 2 weeks (Renewable twice)
- 2) Books and Audio books - 2 weeks (Renewable twice)
- 3) DVD's – 1 week – (renewable twice)

Items are renewable up to two times if there are no holds placed for another user.

Inter Loan borrowed items are held for 1 week after notifying the patron the item is in. If not picked up within the 1 week it is returned to its home library.

How do I request a renewal on items I have borrowed?

If your items have not been placed on hold by another patron, they will automatically renew at midnight the evening of the due date.

To request a renewal, call us at 716-257-9500 during working hours, email us – director@cattarauguslibrary.org or renew your items online by logging in to your account here.

If you owe money to the library, you may not renew items online without first paying the accumulated fine.

What are the potential fines for utilizing library services?

There are no fines for overdue or late materials.

Long overdue items that are not returned 30 days after the last possible renewal will be considered lost and replacement charges will be applied to the account.

If materials are returned with significant damage that will negatively impact the experience of another patron a replacement fee will be applied to the account.

If a library material is claimed to have been returned the library staff will attempt to locate the item within one week. If the item is not located it will be considered lost and a replacement fee will be applied to the account.

Returning any item considered lost or long overdue will apply a credit to the account to remove charges for those specific items.

Patrons are responsible for all materials checked out on their account and any fees or bills that accrue. Parents are responsible for materials checked out by their children. Failure to receive a notification does not eliminate responsibility for replacement costs.

If you lose your library card, please notify the library so we can secure the account and replace your card at no cost.

Can I borrow new materials if I owe the library replacement fees for outstanding items?

Anyone who has been billed for an item that was not returned to the library will not be able to borrow books and other materials until the outstanding bill is paid or the material is returned. Payment can be made in person or by mail, using cash or check only.

What are the Service Fees for printing, Scanning and Faxing?

Fax services;

Fax being sent within the US. - \$1.00 for 10 pages or less, additional charges for anything over 10 pages.

International Fax - \$5.00 for first page \$2.00 for each additional page

Receiving a Fax – standard per page print costs

Printing Services:

Black and White copies - \$0.15 per page

Color copies - \$0.25 per page

Double sided copies – additional \$0.10 per page

Photos/full page color - \$0.50 per page

Seniors, non-profits, Amish, and bulk printing (50 plus pages) - \$0.05 per page discount

Tax related, resumes, schoolwork, and applications are Free

Lamination Services

Lamination - \$0.50 per page or card

Return Check Fee

\$35.00 Charge will be billed for returned checks

Adopted 5/27/2026