

# Circulation Policy

Created 4-18-07

Revised 5-20-19

Reviewed

All citizens of Pendleton County are invited and encouraged to become patrons of the Library. Any Kentucky residents who are willing to follow the Library's guidelines and regulations are welcome as patrons.

## Library Cards

All patrons must be issued a library card before materials can be borrowed.

1. A free library card will be issued after appropriate identification has been shown and an application card has been completed.
2. An address verification postcard will then be mailed by the Library to each new patron. This postcard must be returned to the Library or Bookmobile to complete the registration procedure and activate full borrowing privileges.
3. Library cards can be used immediately, and patrons may have a total of 2 items checked out at any given time until the address verification postcard is returned.

Adult cards are issued to patrons 18 years of age or older.

Ages 18 and above:

- Must be present to fill out and sign an application card.
- Must provide photo ID.

Young Adult cards are issued to patrons ages 13-17.

Ages 13-17:

- Must be present to fill out and sign an application card.
- Must provide proof of name. Acceptable proof includes photo ID, school ID, school related documents, or other official documentation. Homeschooling families may present their yearly "letter of intent" in lieu of a school ID and foster families may present court documents. Other forms of ID may be approved by the Director on a case-by-case basis.
- A parent or legal guardian has the right to choose for their child ages 13-17 to be issued a Child card instead of a Young Adult card, thus limiting access to borrow only those materials available on a Child card.

Child cards are issued to patrons ages birth to 12.

Ages birth to 12:

- Must be present.
- The application card must be filled out in the child's name.
- The parent or legal guardian must be present and must:
  - Provide his/her photo ID.
  - Sign his/her child's application card. Alternative methods of consent, such as notes, phone calls, or a neighbor's, relative's, or baby-sitter's signature will not be accepted.

### **Library Card Renewals and Replacement**

Library cards must be renewed every three years in order to remain active. At the time of renewal, patrons must complete a new application card to allow staff to update personal information such as address, phone number, and email address as necessary. If a patron has had mail returned to the Library, a new address verification postcard may be required. Cards that have worn out or lost cards will be replaced when renewed at no charge.

### **Lost or stolen cards**

If a card is lost or stolen, it is the patron's responsibility to notify the Library immediately. The patron will be held responsible for any material checked out before the card is reported lost or stolen. There is a \$1.00 non-refundable replacement fee for a lost card. Cards that are reported lost or stolen cannot be used.

### **Damaged cards**

If a card is damaged to such an extent that it can no longer be used, a replacement card must be issued before any material is checked out. There is a non-refundable \$1.00 replacement fee for a damaged card. Worn out cards may be replaced at no charge at the discretion of circulation staff.

### **Responsibility**

Patrons must present their library card each time they wish to borrow materials. Patrons may use another person's card to borrow materials as long as they present the physical card to staff. Library staff will assume that any patron with another person's library card has been given permission to use that card.

The individual to whom a library card is issued is responsible for all material borrowed on that card. A parent or legal guardian who signs for a child's card is responsible for all material borrowed on that card.

The person responsible must pay any charges incurred for damage or loss of materials. Materials damaged beyond reasonable repair or lost while in the care of the patron must be paid for according to the latest replacement price.

Library materials that are returned with missing parts will not be checked in. Items may be renewed (if possible) to allow time to resolve the issue. These items will remain on the patron's card until all parts of the item have been returned. If the missing parts are not returned, replacement fees for the item (or missing parts if possible) will be charged to the patron's account.

### **Standard Loan Period**

- The standard loan period for all circulating items owned by the Library is 14 days.
- The loan period for Interlibrary Loans is designated by the lending library.
- Newspapers, Genealogy, and Reference are non-circulating collections and not available for check out except in special circumstances and at the discretion of the Library Director.

### **Renewals**

- Renewals may be made in person, by telephone, via email, or via the My Account feature in the Library's online catalog (Webopac).
- Items that have a reserve list may not be renewed.
- New Entertainment DVDs and Interlibrary Loans may not be renewed.
- All other items may be renewed a maximum of 3 times.
- Each renewal is made for an additional loan period equal to the original loan period.

### **Standard Check Out Limits**

Patrons must be in good standing (with no outstanding items or unpaid fees for damaged or lost materials) to borrow Library materials.

Certain types of items may be limited due to demand or availability:

- Non-fiction books may be limited to 5 items per subject;
- Graphic Novels are limited to a combined total of 25 items from the Adult, Junior, and Young Adult Graphic Novels collections;
- Interlibrary Loans are limited to 2 items;
- Coloring Kits are limited to 1 item;
- Adult Playaways, Easy Playaways, Wonderbooks, and Literacy Kits are limited to 2 items from each collection.

- Games
  - Games are limited to 2 items.
  - Mature Games (Mature ratings) are limited to 2 items on an adult card (not to exceed a combined total of 2 Games and/or Mature Games), 0 items on a Young Adult card, and 0 items on a Child card.
- DVDs
  - DVDs may not be used for commercial purposes and no admission may be charged.
  - New DVDs may not be checked out to the same patron in consecutive order.
  - Adult DVDs [DVD] (R & supplied R ratings) are limited to 4 items on an adult card (not to exceed a combined total of 4 DVDs, YADVDs, and/or CHDVDs), 0 items on a Young Adult card, and 0 items on a Child card.
  - Young Adult DVDs [YADVD] (PG13, & supplied PG13 ratings) are limited to 2 items on a Young Adult card (not to exceed a combined total of 2 YADVDs and/or CHDVDs), 4 items on an adult card (not to exceed a combined total of 4 DVDs, YADVDs, and/or CHDVDs), and 0 items on a Child card.
  - Children's DVDs [CHDVD] (G, PG, & supplied G/PG ratings) are limited to 2 items on a Child card, 2 items on a Young Adult card (not to exceed a combined total of 2 YADVDs and/or CHDVDs), and 4 items on an adult card (not to exceed a combined total of 4 DVDs, YADVDs, and/or CHDVDs).
  - Non-fiction DVDs [NFDVD] are limited to 5 items.

### **Reserves**

- Patrons in good standing may reserve items which are currently checked out or be put on a waiting list for materials on order.
- Reservations may be placed in person, by telephone, or via the My Account feature in the Library's online catalog (Webopac).
- Limit of 5 total reserves per card.
- Adult Playaways, Easy Playaways, Wonderbooks, and Literacy Kits are limited to 2 reserves per card per collection.
- Coloring Kits, Entertainment DVDs, and Games are limited to 1 reserve per card per collection.
- Reserves are processed in the order that they are placed.
- Once a patron has been contacted, regarding the availability of a reserved item, that item will be held for 7 days, except for Entertainment DVDs and Games which will be held for 1 day.

### **Returns**

Patrons should return all Library material by the due date. No late fines accrue for materials returned after the due date; however, Library privileges may be revoked if overdue materials are not returned in a timely manner.

Patrons may continue to borrow materials until an item is 1 month overdue. If an item is more than 1 month overdue, borrowing privileges are suspended. Return of the item in good condition or payment for the item is required to restore borrowing privileges.

### **Notification of Overdue Items**

The automation system will automatically notify patrons via email when any item is due in 3 days and when any item is 7 days overdue. Library staff will notify patrons via mail when any item is 2-3 weeks, 6-7 weeks, and 9-10 weeks overdue. Once an item is 6 months overdue, the item will be marked as Not Returned, replacement fees will be charged to the patron's account, and a final notice will be sent to the patron via mail. If the item is returned in good condition, replacement fees may be waived.

### **Borrower Types**

The following borrower types are assigned by staff in the patron record. These codes are used to provide privileges and limits to the use of a library card. They are also used for statistical purposes by the Library.

- Adult – assigned to adult patrons after address verification is complete.
  - Standard loan periods and check out limits apply.
- Young Adult – assigned to patrons ages 13-17 after address verification is complete.
  - Standard loan periods and check out limits apply.
- Child – assigned to patrons ages birth to 12 after address verification is complete.
  - Standard loan periods and check out limits apply.
- New Adult Borrower – assigned to adult patrons until the address verification postcard is returned.
  - Standard loan periods apply.
  - Check Out Limit: 2 items total.
- New Young Adult Borrower – assigned to patrons ages 13-17 until the address verification postcard is returned.
  - Standard loan periods apply.
  - Check Out Limit: 2 items total.
- New Child Borrower – assigned to patrons ages birth to 12 until the address verification postcard is returned.
  - Standard loan periods apply.
  - Check Out Limit: 2 items total.

- Limited Adult Borrower – assigned to adult patrons with outstanding fees for lost or damaged items, upon request.
  - Patrons with a Limited borrower type must make a good faith payment of any amount each time they use their library card. Once all fees have been paid and upon patron request, the borrower type may be changed as appropriate and full borrowing privileges restored.
  - Standard loan periods apply.
  - Check Out Limit: 2 items total.
  
- Limited Young Adult Borrower – assigned to patrons ages 13-17 with outstanding fees for lost or damaged items, upon request.
  - Patrons with a Limited borrower type must make a good faith payment of any amount each time they use their library card. Once all fees have been paid and upon patron request, the borrower type may be changed as appropriate and full borrowing privileges restored.
  - Standard loan periods apply.
  - Check Out Limit: 2 items total.
  
- Limited Child Borrower – assigned to patrons ages birth to 12 with outstanding fees for lost or damaged items, upon request.
  - Patrons with a Limited borrower type must make a good faith payment of any amount each time they use their library card. Once all fees have been paid and upon patron request, the borrower type may be changed as appropriate and full borrowing privileges restored.
  - Standard loan periods apply.
  - Check Out Limit: 2 items total.
  
- Bookmobile – assigned to patrons who use the Bookmobile on a regular basis.
  - Loan Period: extended to 4 weeks (excluding DVDs and Games)
  - Standard check out limits apply.
  
- Teachers – assigned to full-time teachers or aids, daycares, home school (one teacher card per home school family).
  - Loan Period: extended to 4 weeks (excluding DVDs and Games).
  - Check Out Limit: Non-fiction books extended to 10 items per subject.