

### **3.3.2 Library Cards**

- a. Registration for a library card is required to borrow materials. Applicants are to furnish their current County home mailing address and a current telephone number. If the applicant has no phone number available for this purpose, or refuses to give one for privacy reasons, the Director may use personal discretion in waiving this requirement. New library cards are issued at the time of application upon presentation of a valid driver's license, or other photo identification card showing the applicant's address. If a valid address cannot be proven, or no photo identification is available, a postcard is mailed to verify the address.
- b. No fee shall be charged to County residents for the initial card; however, one dollar (\$1.00) will be charged for replacement of the card. Those people who own and pay taxes on property in the County, even though their primary residence may not be located in County, may be considered County residents as long as they provide proof of ownership (patrons in this category must renew their card annually).
- c. Non-County residents will be charged \$25.00 per year for the initial card and one dollar (\$1.00) replacement fee if lost. The \$25.00 out-of-county fee will be waived for all non-resident teachers and other county staff currently employed in the County. A quarterly (3 month) non-resident card is available for \$15.00. Quarterly card holders may checkout a maximum of five (5) items at any one time.
- d. Applications for children under eighteen (18) years of age must be completed and signed by a parent or guardian.
- e. A patron shall be responsible for all materials charged on his card even if he lends that card or materials to another person. Lost or stolen cards will be replaced for a fee of one dollar (\$1.00) when reported to the Circulation Desk.
- f. Borrowing privileges may be suspended, revoked, or denied to anyone whose current or previous record as a library borrower reveals willful or habitually careless disregard for the protection and return of borrowed materials or for the evasion of payment for assessed damage to Library property.

### **3.3.3 Confidentiality of Library Records**

Some Library records may be exempt from disclosure to the public; required to remain private; and/or required to be disclosed to certain agencies or under legal process.

Library records will be handled in accordance with all applicable state and federal law.

Any concerns relating to the privacy of a library user's personal data not provided for in this policy statement shall be referred to the Director. A decision shall be made after study of the issues and consultation with the Board and/or the County Attorney.

Individuals may have access to their own records and parents or legal guardians may have access to the records of their children under the age of 18.

#### **3.3.4 Circulation (General)**

- a. Books and other materials, excluding reference materials and periodicals, may be checked out for a three (3) week borrowing period.
- b. Renewal of library materials shall be limited to two (2) additional three-week borrowing periods. Renewal of library materials shall be limited to one (1) additional three-week borrowing period if item(s) is on reserve for another patron.
- c. High demand materials that have been placed on reserve may not be renewed.
- d. Upon request, books and materials may be made available to patrons through the Library's Interlibrary Loan service. The fee for a book is three dollars (\$3.00) to cover the cost of postage. A one-dollar (\$1.00) fee will be charged for a copy of an article. A charge of one dollar (\$1.00) per day will be imposed on overdue Interlibrary Loan materials.
- e. Patrons are limited to checking out three (3) books on a subject that is being used for a school project.

#### **3.3.5 Circulation (Media)**

- a. The checkout period for DVDs will be seven (7) library business days. The checkout period for Books on CD will be three (3) weeks. The checkout period for music CDs will be seven (7) library business days.

- b. Patrons are limited to five (5) DVDs per checkout.
- c. CDs and DVDs may be returned in the drop box for audiovisual materials.
- d. The replacement cost for a lost or damaged disk and/or case is full retail value. The Library Staff shall determine if the materials are damaged.
- e. Borrowers must comply with copyright laws as stated on each disk.
- f. The Library is not responsible for monitoring individual viewing selections.
- g. The Library assumes no responsibility for any damage to a borrower's machine while using a disk from the Library's collection.

### **3.3.6 Periodicals**

- a. The checkout period for magazines will be seven (7) library business days.
- b. Current issues of magazines will be unavailable for checkout.
- c. Newspapers are for in-house use only and are not available for checkout.

### **3.3.7 Overdue materials**

- a. Overdue Notices, Fees and Administrative Costs
  - 1) Fees for overdue materials will be \$.15 per item per day, with a total maximum fine of \$20.00. The overdue fee for DVDs is \$1.00 per day.
  - 2) The first notice is sent to the patron after a three (3) day grace period following the due date. This notice will carry a charge for the fine beginning on the day it was first overdue. There is no grace period for overdue DVDs.
  - 3) The patron at issue shall be responsible for all costs, fees and legal fees and expenses of recovery.
- b. Suspension of Borrowing Privileges
  - 1) Borrowing privileges are suspended from the time of the first notice until the item(s) have been returned or paid for, and any charges have been paid.
  - 2) If library materials are returned damaged, borrowing privileges are suspended until payment has been made. If payment for replacement

is made, the patron may keep the damaged book if the patron requests it and the book is still in print.

- 3) Borrowing privileges are suspended indefinitely for patrons who have been the subject of a collection action or court proceeding to recover Library fees and/or materials.
- 4) Parents/Guardians are responsible for Library accounts for those under the age of eighteen (18). Borrowing privileges will be suspended for both the responsible party and the minor until the minor's account has been cleared.
- 5) Borrowing privileges for minors shall not be suspended when the responsible party has accrued fines.

c. Replacements

- 1) The Library does not accept substitutes of other titles or editions for lost or damaged books.
- 2) A patron may replace a book with a new hardback copy of the same title plus \$2.00 processing charge and any administrative charges due. Should the lost book have had library binding, the replacement must also be library bound or bindery payments made.
- 3) Should the patron later find the book which he replaced with a new copy, the Library will process the original (older) copy as a withdrawal to be given to the patron after withdrawal procedures are complete, at no cost to the patron.
- 4) Administrative charges due are added to the costs of replacement and/or processing. Replacements or payments are made in lieu of returning the book and are therefore due at the time the book is due.

d. Claims that an Item has Been Returned

- 1) When a patron claims that he has returned or never checked out materials for which he received an overdue notice, his record will be appropriately marked. He will also be required to sign a Claim Slip. This form includes the author's name, title, barcode number and any administrative costs. The signed Claim Slip will be attached to the back of the patron's library card application.
- 2) A patron may accumulate three (3) claims. At the time he places the third claim, he loses all borrowing privileges until he pays for all of the

books claimed lost or not returned on three claims, plus the administrative costs.

- 3) In accruing claims, each date counts as a single claim.
- 4) If the patron later finds materials which he claimed he had returned or never checked out, he may bring them to staff to have the claim for those particular items removed from his record.
- 5) The shelf-list for all books claimed returned/not checked out will be marked as "Lost" and the books handled as a withdrawal or replacement.

e. Damage Assessments and Replacement Charges

- 1) Damaged binding: The costs charged by the bindery plus \$0.50 processing charge.
- 2) Pages marked, but still readable: \$.10 per page up to the price of the book.
- 3) Pages torn: \$0.50 per page up to the price of the book.
- 4) Pages missing: Replacement costs.
- 5) Mildew: If the binding only, the costs charged by the bindery plus \$0.50 processing charge. If mildew has spread to any pages, the book must be withdrawn from the collection to prevent the spread of mildew. Replacement costs shall be the costs charged for lost books.
- 6) Lost materials(s):
  - a) Items ninety (90) days overdue will be automatically considered lost.
  - b) Items thirty (30) days overdue may be considered lost.
  - c) The replacement costs for items in a) and b) above will be charged to the patron's account.
  - d) Book(s) in print:

The price listed in our records, the book jacket, Books in Print or Amazon.com (full price).

e) Book(s) out-of-print:

Adult Nonfiction	\$30.00
Adult Fiction	\$20.00
YP Nonfiction	\$30.00

YP Fiction	\$20.00
Juvenile Nonfiction	\$20.00
Juvenile Fiction	\$20.00
Paperbacks	\$ 5.00
Trade Paperbacks	\$20.00

Prices include a \$1.00 processing charge that is not reimbursed should the patron find the book later.

f) Shelf-list costs:

The price listed on the shelf-list, which may be more or less than the prices listed in Book(s) out-of-print above.

g) Magazines:

Magazines shall be replaced at the cost of a replacement issue, plus a one dollar (\$1.00) processing charge. Christmas magazines shall be replaced at eight dollars (\$8.00). The processing charge is not reimbursed should the patron find the magazine later.

h) CD-ROMs:

CD-ROMs are replaced at the current price, plus one dollar (\$1.00) processing charge. If unable to determine the current price, replacements will be charged at fifty-two dollars (\$52.00) for a CD-ROM. A two dollar (\$2.00) processing charge is included in this price.

i) DVDs, Music CDs, Books on CD:

Single Disc or DVD	\$20.00
Blu-Ray	\$25.00
Set	\$50.00 or market price
DVD Case	\$2.00
CD Case	\$10.00
Disc Sleeve	\$0.50
Pamphlet	\$0.50
Music CD Case	\$2.00

Prices include a \$1.00 processing fee that is not reimbursed if found by the patron. If a single disc is lost/damage and it is part of a set, then then the set price may be charged if the single disc cannot be replaced. Pamphlet and disc sleeve replacements do not incur a processing fee.

j) Other Replacement Costs

Board Books	\$10.00
Encyclopedia volumes	\$35.00
Cliff Notes	\$5.00
Kit (set)	\$40.00 or market price (whichever is less)
Kit Book Bin	\$15.00
Kit Bag (Small)	\$1.00
Kit Bag (Large)	\$2.00
RFID Tag	\$1.00
Plastic Book Cover	\$1.25
Book Jackets	\$1.25
Launchpads	Market price
USB Cord	\$7.00
AC Adaptor	\$10.00
Launchpad Bumper	\$10.00
Launchpad Case	\$10.00

- 7) Administrative costs are added to the costs of replacement that include processing if the patron does not report the loss or damage until after the Library has expended costs to retrieve the materials through overdue notices.
- 8) If the patron requests the damaged book at the time of payment, and if the book is still in print so that another undamaged copy may be obtained, the damaged book is stamped as for discarded materials and given to the patron. The Library is not liable to keep the book after withdrawal from the Library collection.

f. Refunds

- 1) The patron may get a refund for lost materials within three (3) months after the book's due date should the patron return the material to the Library and request a refund in person. There is no refund if the item has already been replaced. Refunds include only the cost of the book, not processing costs or administrative charges.
- 2) Refunds are mailed to the patron as a check when library invoices are processed. The patron should show the copy of his receipt when he requests the refund.
- 3) A W-9 must be completed in order to receive a refund.

g. Fine Free Week(s)

- 1) Only charges on items returned during Fine Free Week will be waived.
- 2) Pre-existing charges will not be waived.
- 3) Charges for lost or damaged items will not be waived.
- 4) The dates for Fine Free Week(s) are at the Director's discretion.

h. Returned Check Policy

- 1) Checks returned for insufficient funds will be charged a fee of thirty-five (\$35) dollars.
- 2) The patron account will be blocked until the Library receives notification from the County Treasurer.
- 3) After three (3) returned checks, the Library will no longer takes checks from the patron.

i. Credit Card Payments

- 1) A convenience fee will be charged for credit card payments at the merchant service surcharge rate.