

CIRCULATION POLICY

Library Users Rights and Responsibilities

1. Library cards expire after 1 year and are free of charge unless existing card is lost or damaged beyond use, then replacement cost is \$2.00. Cards will be renewed after 1 year if in good condition.
2. Library cards are available to persons of any age. Persons, infant through 6th grade, require parent/legal guardian signature.
3. Persons with outstanding bills will not be allowed to apply for a new card, or renew his/her existing library card, or be allowed to use any and all library services until the materials are returned undamaged or the bill is paid.
4. Patrons must show proof of name and current address when applying for a new card or when address changes. If they cannot provide proof of address at the time of application, they will only be allowed to check out five items including no more than two DVDs/Video Games. A block will then be placed on their card until proof of address is presented at next visit. Patrons without proof of current address & phone will not be allowed to order interlibrary loan materials from other libraries until such documentation is verified.
- 5. Patrons who have obtained a new card will be on temporary checkout status for six months, and will be allowed to check out five items per family member, but no more than two discs (DVDs/Video Games) per household. Patrons who have been moved to a restricted status for any reason will be restricted for one year and will be allowed to check out five items per person , but no more than two DVDs/Discs.**
6. All patron information, including check outs, reserves, reference questions, in-house use, and barcode number, will be kept strictly confidential, unless and until proper court action requires release.
7. Patrons must present their library card each time when checking out materials unless they have a picture on their account.
8. No overdue fines will be levied. However, when materials are more than one month overdue or damaged, a bill will be sent for the cost of replacing said materials. Patrons will also be billed appropriately for damaged equipment.
9. Concerns regarding materials, services, programs, or policies should be referred to the director. All collection complaints must be submitted in writing according to the current Procedure for Handling Patron Complaints and use the Complaint Form (see policy pages C10-C11).