

## **Circulation Policies**

### **Library Card Registration**

Any resident of Northeastern Kansas is eligible to obtain a library card with no charge. Anyone 18 years and older may apply online through the library's website. Parents or legal guardians of children under 18 may apply for their child. To complete the registration process, the applicant must bring in person:

- A valid photo ID: This ID can be in the form of any state driver's license, state ID, passport, military ID, or student ID.
- Proof of address: This may include an ID with the current address, a piece of postmarked mail such as a bill, a lease agreement, a check, a pay stub, a change of address letter from the post office, or an e-bill (if you can show it on your smartphone). The applicant's or applicant's guardian's name must appear on the proof of address.
- Parents or guardians applying for a child must bring the child to the library when picking up the card

#### Unverified Cards.

- If an applicant meets other requirements, but is unable to verify his/her local address, an unverified library card may be issued. This cardholder may borrow up to three items at a time until proof of address is provided.
- A youth ages 12-17, is also eligible for an unverified library card until a parent or legal guardian can provide approval.
- If an applicant does not have an address or lives in temporary housing such as a shelter, campground, etc., he or she is eligible for a three-item card whether or not verification can be provided.

Special accommodation will be provided to individuals with disabilities as defined in the Americans with Disabilities Act (ADA) requiring assistance in applying for a library card.

### **Service to Teachers & Organizations**

#### **Teachers**

An additional teacher card is available to teachers at:

- USD 497
- preschools in Lawrence
- daycare centers in Lawrence
- private schools in Lawrence
- a district in the Northeast Kansas Library System region not already served by a public library

Teacher loans are intended to supply materials for student use in the classroom and allow a teacher to keep professional use materials separate from personal use. All other borrowing privileges, including loan periods, renewals, and fine and fee amounts, are the same. To obtain a teacher card and yearly renewal:

- USD 497 teachers need to show a current school ID at the Accounts desk
- Current documentation that they are employed by at one of the above listed institutions

## **Organizations**

An organization card is available to organizations and businesses:

- located within Lawrence
- whose owner or administrator accepts financial responsibility for all items borrowed on the account including fees associated with items returned late, items returned with damage, and items never returned

Organization loans are intended to supply materials for organization use where it is more appropriate for an organization to assume responsibility for items rather than an individual. All borrowing privileges, including loan periods, renewals and fine and fee amounts, are the same. To obtain an organization card and yearly renewal:

- Owner or administrator must present a signed letter on official letterhead indicating that the organization accepts financial responsibility.
- Present a photo ID and complete application with contact information.
- List staff members authorized to use the account.

## Loan Period and Limits

- A patron may check out a maximum of 50 items at any given time.
- Up to 3 items may be borrowed by a patron with an unverified card.

Material Type	Loan Period	Renewals	Item Limits
Reference/Local History	Lib Use Only	na	na
Laptops	2 hours	1	1
New Movie DVDs	7 days	1	10
Movie DVDs	14 days	4	na
New DVDs – NonFiction Collection	7 days	1	na
DVDs – NonFiction Collection	14 days	4	na
Lucky Day DVDs	7 days	0	10
New Adult Fiction	14 days	1	na
Lucky Day Books	14 days	0	na
Video Games	14 days	4	3
New TV Shows	14 days	1	10
TV Shows	14 days	4	na
Magazines	14 days	1	na
Ereaders	14 days	1	1
Book Club in a Bag Sets	6 weeks	0	2
Music CDs	28 days	4	na
Audiobooks	28 days	4	na
Kits	28 days	4	na
Celebrations Picture Books	14 days	1	na
All Other Print Books	28 days	4	na
Digital Materials	Varies by platform		

- Loan periods of shortened duration and checkout limits may be temporarily placed on classes of heavily used or seasonal materials with the prior approval of the Library Director.

## Holdings or Requests

- A hold is a request placed for an item which is checked out, on order, or unavailable.
- For items with multiple requests, a queue is established and each request will be filled in the order in which it was received.
- Holds may be placed on any circulating item except for magazines & board books.
- A maximum of 25 holds may be active for a patron at any given time.
- A maximum of 3 holds may be active for a patron with an unverified borrower card.

## Interlibrary Loan

The library will operate an interlibrary loan function for the purpose of borrowing, or obtaining copies of, library materials not available in the Library. Items eligible for request are based on reciprocal interlibrary loan service to other institutions.

- A maximum of 10 Interlibrary Loan requests may be active for a patron at any given time with a verified library account in good standing.
- Materials borrowed from other libraries for Library patrons are subject to the rules and regulations of the loaning libraries, and any charges for obtaining the item in addition to fees from overdue, damaged, or lost materials will be charged to the patron.

## **Fees for Overdue, Lost, or Damaged Materials**

Patrons have the responsibility of returning materials they have checked out on or before the date due. Extended use or overdue fees encourage the timely return of materials. Notices are provided as a courtesy only; patrons are responsible for keeping track of due dates whether or not a notice is received.

<b>Material Type</b>	<b>Overdue Charge</b>	<b>Maximum Overdue Charge</b>	<b>Billed for Replacement</b>
Laptops	\$1 per hour	\$50	50 hours overdue
All Other Materials	.15 per day	\$4.50	30 days overdue

**When unpaid fees total \$10.00 or more, further checkout of materials is prohibited.**

### **Lost or Damaged Item Replacement Fees**

- If the item is returned after being billed as lost, the fee is reduced to the maximum overdue charge.
- If a multiple item set has been returned without all its parts, the bill will be reduced only if all parts are returned within 3 months of notification.
- If a lost item is found and returned in acceptable condition within 3 months after payment as lost, the Library will refund cost of item and the processing fee. Regarding materials borrowed from other libraries, payments for lost materials will be non-refundable after the invoice is paid to the lending institution.
- The fee for lost, damaged, or non-returned materials is the cost of replacement plus \$4.00 processing fee.
- If a patron independently purchases a replacement copy, item will be accepted only if the item is in new condition and an exact ISBN match. \$4.00 processing fee will still apply.
- The cost of a replacement is the actual cost of the item as recorded in the catalog record. If an actual cost is not available, a default charge is incurred.
- The List of Default Prices (see attached), based on the average cost of similar items, may be updated from time to time by the Library Director without further action or approval by the Lawrence Public Library Board of Trustees. Otherwise, only the Library Board may adopt or change overdue fees.

- Material lost or damaged due to extraordinary events such as a house fire, tornado, or flood will be excused with documentation. Billing information will be provided for insurance purposes where applicable.
- Theft does not exempt the borrower from payment for the loss of library materials.
- The library may forgive charges against a customer account in unusual circumstances not covered above.

### **Use of Collection Agency**

- Accounts with non-returned or damaged items with unpaid balances of \$25.00 or more are submitted to a collection agency 45 days after the balance is incurred.
- Accounts that reach this status are assessed a non-refundable \$15.00 collection fee.
- Collection agency blocks are removed (and borrowing privileges restored) only after the balance is paid in full.

### **Pest Infestation**

Any time staff recognizes signs of pest infestation in any library item, immediate steps will be taken to quarantine exposed materials and protect the rest of the collection and facility.

- Items returned by patrons with evidence of insects that are known to be damaging to library materials or that can result in pest infestation may be billed following normal procedures for damaged items.
- Depending on the severity of the situation, the library reserves rights to suspend borrowing privileges until a patron can produce a letter or a receipt from a licensed pest control company documenting treatment or inspection for bed bugs or other pests at his or her place of residence.

### **Damage to Equipment**

The library cannot be responsible for any reported damage to patrons' equipment attributed to the use of library materials.