

5.02 Douglas Public Library – Circulation Services

Library Cards

In order to borrow materials for use outside of the Douglas Public Library, a patron must have a valid library card. It is assumed that the patron using the library card has the authority to use it unless it has been reported lost or stolen. Library materials are loaned for a determined period of time as established by the Library Director. Fines will be imposed on any materials not returned by the due dates.

If circulation policies are abused, borrowing privileges will be revoked by the Library Director or designee. Circulation abuse includes failure to return materials by due date, failure to pay fines, intentionally damaging materials and/or have claimed three returns.

Patron registration

The Douglas Public Library provides library cards at no cost to patrons. Library cards are valid for three years. To apply for a library cards, patrons must provide current photo identification and proof of residence. Patrons under the age of 18 years are required to have a parent or guardian present when applying for a library card. Parents/guardians must provide current identification and proof of current residence. If current proof of residence is not available, the library card will be mailed to the address provided on the library card application. Library cards will not be forwarded to a different address. When cards are returned by the post office, cards will not be handed out until proof of current residence if provided.

Library cards should be presented to borrow items from the library. If patron forgot to bring the card, staff may retrieve patron record from the database upon presentation of photo identification. This policy is to ensure that no one else is using your card.

Federal and state laws pertaining to confidentiality of records and privacy protect all information on the registration form. The library will disclose information about the use of library materials only under court order.

Fines and Fees

The library imposes fines when clients do not return materials at the end of the loan period. Patrons are responsible for managing the due dates of items borrowed and for returning them on time. As a courtesy, reminder notices are sent 7 days and 14 days after the due date. Materials that are not returned within 60 days of their due date will automatically be billed plus a \$3.50 processing fee, plus any overdue fines that have accumulated. Fines are used as an incentive to return items in order to make the collection available to as many people as possible. On the other hand, fines can be an impediment to returning materials, or to borrowing at all.

\$.10 per day late for books, audiobooks, CDs and magazines

\$1.00 per day late for video and DVDs

Maximum fine for each overdue item is five dollars (\$5.00)

For damaged or lost library materials patron will be charged the full price of the item plus a processing fee of \$3.50.

Library card replacement is \$1.00

Loan Periods and Loans Limits

The purpose of a circulation system is to keep track of the library materials on loan to registered borrowers.

Borrowers who have no overdue items or unpaid fines in excess of \$5.00 may borrow 10 items. Patrons with a fine under \$5.00 will have a 30 day grace period in which to pay it.

Library materials loan policy:

Adults may check out a maximum of ten items.

Videos and DVDs are limited to five each.

Children 12 and under may check out five books, one video and one DVD when an adult is not present.

Children with an adult may check out a maximum of ten items.

Videos and DVDs are limited to 5 each.

1 week: videos and DVDs

3 weeks: books, audiobooks, music CDs and magazines

Reference books, newspapers, current magazines, and software do not check out,

Renewals

The library expects clients who wish to use items longer than the loan period to renew the loan. Loans are normally extended unless another client has asked for the materials. It is possible to renew their materials in person at the library. They may also renew their materials by phone or online via OPAC (online public access catalog) any time of the day or night. To renew online, patrons need the library card number and PIN.

To renew library materials patrons have check out online:

1. In the library catalog, log into 'My account'
2. Click on "Renew My materials"
3. Enter 14-digits library card number
4. Enter PIN number
5. Select the items you want to renew and click the "Renew All" or "Renew Selected Items" button.
6. Click on 'Renew Selected Items' or 'Clear Selection'
7. Click on 'OK'

Sometimes patrons cannot renew online items checked out to them for several reasons:

1. Have outstanding fees or fines on the library card;
2. If material is already overdue;
3. If card has expired or will expire prior to the new due date, or materials have been requested by another library patron;
4. Patron exceeded renewal limit;

If patrons have problems renewing via the Web, contact the library for assistance.

Interlibrary loan materials are renewed at the discretion of the lending library.

Recovery of Overdue Materials

Library materials are purchased for use by all. The Douglas Public Library establishes regulations for the loan of materials, including circulation periods, renewal processes and fines for late return. In an attempt to recover overdue materials, the library will notify patrons of overdues, fees and fines according to ordinance #471. However, authors, titles, or subjects of lost or overdue materials will not be disclosed without presentation of the borrower's card.

The library will provide sufficient information to allow any person, other than the borrower, to settle unpaid fines/fees.

Collection agencies may be used in an attempt to recover materials, fees or fines. Information regarding overdue/no return materials, fees and fines may be disclosed by Douglas Public Library.

On Returned Overdue Notices

- 1) Date notices returned by the post office.
- 2) Check the address on the envelope against the address on the application.
 - a. Check for errors;
 - b. If here are none, make a phone call to verify address.
 - c. If new address is given change address in the computer;
 - d. Mail to the patron again.
- 3) If address on application card is the same as on the envelope:
 - a. Add a note to patrons record saying "NEED CURRENT ADDRESS"
 - b. Delete current address on computer;
 - c. File the overdue notice.