

# Circulation Policy and Procedure

Revised: October 19, 2021

## Registration

### *Adult Cards*

- All residents of Owen County are eligible for a free Owen County library card and are encouraged to become patrons of the public library. This privilege is also extended to those owning property or employed in Owen County as well as holders of a valid library card at another Kentucky library with proper identification. Proper identification shall be one of the following:
  - Valid ID with local address or
  - Valid ID with piece of mail proving local address or
  - Valid ID with a valid library card from another Kentucky library or
  - Valid ID with proof of local employment
- An individual who wishes to apply for a library card must be at least 18 years of age and must be legally responsible for him/herself.
- The cardholder is responsible for an item(s) checked out on his/her card, including lost, damaged, and/or stolen item(s).
- Patrons are encouraged to bring their library cards to checkout materials. Proof of ID and/or verification of identification by staff is also acceptable.
- No one is allowed to use another patron's card. Exemptions from this may include patrons who are homebound, elderly, or disabled, and who rely on family members or friends to pick up items for them. Applications for this exemption must be approved by the Director.

### *Juvenile Cards*

- Juveniles must be at least 5 years old to receive a library card and be accompanied by a parent or legal guardian who has a current library card in good standing.
- Juvenile cards are linked to the parent/guardian's account until the minor turns 18.
- The parent/guardian assumes all liability for the applicant.
- Juvenile cardholders can checkout G and PG rated DVD's.

### *Young Adult Cards*

- Patrons 13-17 years old is eligible to receive a library card but must be accompanied by a parent or guardian who has a current library card in good standing.
- Young adult cards are linked to the parent/guardian's account until the minor turns 18.
- The parent/guardian assumes all liability for the applicant.
- Young adult cardholders can checkout G, PG and PG-13 rated DVD's.

### *Educator Cards*

- Educator cards are issued to teachers and other educators working in Owen County.

- These cards offer extended borrowing periods and an increased number of items per card. They are intended to be used to checkout items for classroom instruction.

### Lending

- The checkout period for books, audiobooks, and CDs is two weeks, with a limit of three items at the initial visit. Thereafter, the limit will be 25 items on an Adult Card and 10 items on a Juvenile Card. The checkout period for DVDs is one week, with a limit of three per customer. Some materials may be designated for longer periods of time at the discretion of the staff.
- Reserves may be placed in person, by phone or online. The patron will be notified when reserves are available. Items will be held for one week.
- Renewals may be made in person, by phone or online. Items may be renewed two times. Items on reserve for another patron may not be renewed.

### Overdue Charges

- No overdue fines will be charged on most books and certain library materials.
- Technology items will incur overdue fines at a rate determinate to the item.
- Once an item is long overdue, the library will assume the item is lost. Replacement costs for lost items will be charged to the patron account. Borrowing privileges will be suspended, unless approved by a staff member, until charges are paid.

### Overdue Notification

- Two weeks overdue: First notice
- 4 weeks overdue is considered long overdue. Charges incurred on patron account and letter/email sent.

### Lost and Damaged Items

- Patrons will be charged for lost and/or damaged items.
- Borrowing privileges will be suspended, unless approved by a staff member, until charges are paid.
- Payment plans with limited lending privileges may be set up when approved by the Director.

### ILL

#### *Borrowing*

- Adult patrons in good standing may request up to 3 ILL items at a time free of charge. More items may be processed at the discretion of the staff.
- The loan period for these items will be designated by the lending library, as will any charges for lost or damaged items.
- All items requested through ILL are the responsibility of the borrowing patron.

### *Lending*

- We will loan items that are open to circulation with the exception of items that are “new” or unique to our collection.
- Items that have been damaged beyond repair or lost while in the custody of a borrowing institution will be charged to that institution.
- The lending period for items is six weeks with an option of two, two week renewals.