

VI. CIRCULATION POLICIES

A. Library Privileges: Patrons requesting library privileges will fill out a Library User Application and shall be given a copy of the “Welcome to Midvale Community Library” fact sheet. The library will serve all residents within the taxing district, or any person attending an educational institution within the district. Those living outside the district, but owning property within the taxing district, shall be considered residents. Any person living outside the District may borrow materials from the library only after registering as out-of-district patrons, and paying an annual fee of \$20.00, with the fee to cover a household, whether it is one individual or several.

B. Temporary residents: Individuals who live temporarily in the taxing district but are not permanent residents of the taxing district may obtain library privileges on a temporary basis. The individual must fill out the Library User Application indicating the local address and telephone number where they may be reached, their permanent address, and the length of time for which they request library services. They are not allowed to have more than two items checked out at any given time.

C. Charging periods: Most books, magazines, videos and audio books are checked out for a period of four weeks.

D. Patrons will be responsible for full replacement cost if a book or video is lost, damaged or ruined while in their possession.

E. Reserving Materials: A reserve message will be entered into the computer, and the patron holding the item will be requested to return the material as soon as possible. Upon its return, patron waiting for reserved item will be notified that it is available.

Reserved items will be held for one week after notification, and will be returned to shelf if patron fails to pick it up within that period.

F. The number of books patrons are allowed to check out at one time is set in the Circulation System based upon their patron status (Staff and Trustee, School, In District, Out of District, Inter-Library Loan). At the discretion of the librarian, with consideration given to the distance traveled, the reliability of the patron, and other policies as stated above, the default quantity may be overridden.

G. Inter-Library Loans: The Board recognizes that no single library can meet all demands of its community, and will be alert to opportunities of cooperation with other libraries to strengthen services of the library. They will make available to patrons the services of ILL, with the librarian working with patrons to secure materials for them that are otherwise unavailable. Donations for return postage will gladly be accepted, but otherwise no fees will be charged for interlibrary loans.

H. All reference materials should be used in the library, such as encyclopedias, dictionaries, etc. Students wishing to prepare a report using the reference items may be encouraged to use the copier for take-home materials. All other materials, except those rare and fragile items that cannot be duplicated, will be loaned under the library regulation and procedures.

I. Overdue, Lost and Damaged material.

1. Overdue notice: At regular intervals, the librarian will notify patrons of overdue items. First notice reminders will be given to patrons, by either email or phone or by postal card. If material is still overdue at next review, a second notice will be sent to the patron. If a third notice is necessary a letter will be sent to the patron listing the materials, the date due, the amount of fine owed, and the following statement of library policy regarding overdue materials: Patrons will lose library privileges until all fines are paid for overdue or lost items. See Procedures manual for collection of fines and fees and sample letter.
2. Fines: Fines on circulating materials are 10 cents per item per day, excluding Sundays and Holidays. Fines continue to accrue until the item is returned or reported lost, up to a maximum of \$2.00 per item. Fines may be forgiven at the discretion of the Library Director if items are late due to illness, emergency or other unavoidable circumstance.
3. Damaged materials: There will be a charge for damaged materials, at the discretion of the librarian. Materials damaged beyond repair or use will be treated same as lost.
4. Lost Materials: If a third overdue notice is necessary the items will be assumed to be lost and a bill will be sent itemizing the current cost of materials, reorder, and a \$2.50 shelf-processing fee for each item. If the item is found before it is reordered, patron may return the item and receive a refund, but overdue fines will still apply.
5. Disputes: If there is a dispute over overdue items claimed returned or other disagreements, the issue should be referred to the Library Director for resolution.

J. If a patron moves from the district taking library materials with them, every effort should be made to contact them, and by certified letter, send them a copy of the penalties provided by Idaho Law for theft of library materials. Site Idaho Code 33-2620, Failure to Return Borrowed Material.

K. Patrons should be warned not to loan library books or materials to others. The person to whom the material was checked out shall be responsible for any loss or damage, even though another person might have had the book in their possession.

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