

## **Circulation Policy**

### **Purpose Statement**

The Library Board of the Jefferson Public Library has adopted the following circulation policy to ensure fair use and access to library materials for all library patrons in the community.

### **Registration**

- All borrowers must be registered and must have a valid local or library system library card to borrow library materials.
- Patrons must complete a registration form to obtain a new library card. Registrations will require acknowledgement that patrons will follow library policies, provide library card or identification upon check-out, and pay any fines or fees for lost or damaged materials.
- Identification is required. A driver's license or student ID is preferred, however, any other official ID or recent nonpersonal piece of mail may be acceptable.
- Applicants under 18 years of age must have a parent or legal guardian give their consent on the registration form before a new card can be issued. This parental signature is not required for children who are renewing cards.
- Materials cannot be checked out until a library card is issued.
- All library cards expire according to the shared library system policy.

### **Lost or Forgotten Cards**

If a patron loses their library card, they should notify the library as soon as possible and request a replacement. Lost or damaged cards will be charged a \$1.00 replacement fee.

All patrons, adult and youth, must bring their library cards with them if they intend to check out items. An individual who repeatedly ignores this expectation may be denied the privilege of checking out materials until they present their card at the library.

### **Loan Periods**

Books, Audiobooks	21 days
New Books, Magazines, Music	14 days
DVD Series, DVD Non-Fiction	14 days
Lucky Day Books	14 days
Lucky Day DVDs	7 days
DVDs, Video Games	7 days

Special Collections

- Reference books do not circulate. Upon request, some reference materials may be checked out for a special period.
- Interlibrary loans are due on the date indicated by the lending library.
- The Library of Things collection is an assortment of equipment and specialty items available for check out. Each item’s loan period will vary depending on the type of item and its usage.

The director may establish the loan period for special collections, materials which are temporarily in great demand, or materials added to the collection which are in a new format. Maximum checkout limits will follow library system standards or policy.

Items may be renewed three times if there is not a waiting list for the title.

Owning libraries within any shared catalog may place further limitations on their materials.

**Holds**

Cardholders may place a hold on most circulating items. The maximum hold limit is 100.

Holds may be placed by patrons in person, over the phone, or online. Patrons will be notified when the materials are available and the item will be held for seven (7) days before being returned to the owning library.

There is no charge to the patron for placing a hold or for interlibrary loan services.

The library reserves the right to suspend a patron’s holds privilege if items are consistently not picked up.

**Special Limitations on Borrowing Items**

The maximum number of items allowed to be checked out per library card is 250.

Users may check out any combination of items up to the maximum of 250 except for the following collections:

<b>Lucky Day – Books &amp; DVDs</b>	<b>2 item limit</b>
<b>Wi-Fi Hotspot</b>	<b>1 item limit</b>

It is the policy of the library that responsibility for the use of library materials by children rests with their parents and/or legal guardians. Therefore, no borrowing restrictions are placed on children once they have obtained their parent's signature on the library registration form.

## Returning Materials

Materials may be returned to any library within the Bridges Library System. The Jefferson Public Library has two external book drops where materials may be returned 24 hours a day, 7 days a week and two internal book drops. Some large items will not fit in the drop slots and must be returned inside.

## Fines and Charges

### Overdue Charges

There are no overdue charges for most items checked out from the Jefferson Public Library.

Overdue fines will be charged for certain special collection items that are in high demand and/or of high monetary value.

### Special Collections Overdue Charges

Lucky Day – Books	\$0.15 per day, Maximum of \$10.00
Lucky Day – DVDs	\$1.00 per day, Maximum of \$10.00
Library of Things	\$1.00 per day, Maximum of \$10.00
STEAM kits, Outdoor Games, Puzzles, Equipment, etc.	\$1.00 per day, Maximum of \$10.00
Wi-Fi Hotspots	\$1.00 per day, Maximum of \$10.00
Interlibrary Loans (ILL)	\$0.50 per day, Maximum of \$10.00

### Damaged Materials

A patron is required to pay for material that has been damaged while checked out.

If the damaged item is no longer suitable for circulation, the patron will be charged a standard replacement cost. If the damaged item does not require replacement, charges will be assessed based on the damage to the item, associated pieces, and/or equipment. Regular wear and tear of materials is expected.

### Notification and Collection Services

If an item is not returned by the due date, the patron will be notified according to the following schedule.

	Days Overdue	Action
1 <sup>st</sup> Notification	Seven (7)	Notice by patron preference
2 <sup>nd</sup> Notification	Fourteen (14)	Notice by patron preference
3 <sup>rd</sup> Notification	Thirty (30)	Item considered lost and patron account billed a standard replacement fee

Once the account has been billed for a lost item, the account will be blocked and not allowed to check out any more items until the lost item is either returned or paid for.

If the patron returns the item, the patron account will no longer be charged for the replacement cost and the account will be placed back into good standing.

If the patron pays for the item, the account will be placed back into good standing. Refunds will not be given for lost items that have been paid for and later found and returned.

Failure to return the item and/or pay the replacement cost will result in the account being referred to the Jefferson Police Department if the account reaches \$50.00 or more. At that point, a citation for municipal theft will be issued.

The library director/staff will determine if a lost or damaged item will be replaced with the same or similar item. All replacements will be procured by the library.

Fees or fines of \$10.00 or more on an account will suspend the borrowing privileges of patrons within system libraries. Suspension rules from member libraries will also be honored.

### **Payment of Fines and Fees**

Payment may be made in cash or by local check at the circulation desk, or online via electronic payment.

Checks returned for insufficient funds will not be re-deposited and a \$25.00 NSF fee will be assessed and placed on the patron's account along with the amount of the original fine. The patron's account will remain blocked until the full amount of fines and fees is paid by cash, money order, cashier's check, or online via electronic payment.

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Adopted April 8, 2015  
Revised August 10, 2022