

# CIRCULATION POLICY

The purpose of the library's circulation policy is to make the best possible use of the library's collection by the greatest number of borrowers.

## **Library Usage**

The Piedmont Public Library welcomes use of the library by individuals of all ages to support their personal, educational and professional needs. Library cards, with borrowing privileges, will be issued to residents of the City of Piedmont. Individuals who are served by the Piedmont Municipal Authority or whose home or business phone begin with the prefix "373" may apply for a library card. No registration fee will be charged for those individuals who live, work, or attend school in Piedmont. Individuals who do not meet one of these criteria may apply for a nonresident library card. The Piedmont Public Library Board sets fees for nonresident cards.

Customers must present their library cards in order to check out materials

## **Library Card Registration Guidelines**

Applicants wanting a library card must fill out a registration form provided by the library. Identification (which may include photo ID, utility bill, printed check, or other acceptable forms of identification) must be presented when the request for a card is initiated. Students of Piedmont Public Schools will be given the opportunity to fill out a registration form through the school.

Cardholders must sign the back of their cards, which reads:

"Use this card to check out books and other materials. We know you will treat them as your own. Your signature above indicated you agree to comply with library rules and accept responsibility for materials checked out to this card. Please notify us of any change of address."

Cards will be issued to all individuals having attained the age of three years. Children under the age of sixteen (16) must have a parent or guardian apply for their library cards. Parents/guardians must sign the borrower's card acknowledging responsibility for library materials checked out by the child. Children cannot check out library materials without a parent or guardian's signature.

Library cards expire after two years. Cardholders will be asked to give current address and telephone number. Children may update their own cards.

## *Special Library Cards*

- a. Any person who does not qualify for a Piedmont Public Library card, but wishes access to the library's collection, may apply for a non-resident library card. Card registration follows the same instructions as listed above.

The Piedmont Public Library Board sets non-resident fees. The fee is \$5.00 per household per twelve (12) month period. Payment of the fee entitles the applicant's immediate family to full library service for the twelve-month period.

b. Homebound Institution Card

A Homebound Institution Card is issued to any facility whose residents are unable to visit the library in person. The administrator of the facility applies for the card. A staff person or volunteer acts as advisor and delivers materials to the library.

*Replacement Cards*

Borrowers receive their first card free of charge. The Piedmont Public Library Board sets the replacement fee. The fee is \$2.00.

**Confidentiality of Customer Records**

Oklahoma law protects the confidentiality of library users' records (Oklahoma State Statutes, Title 65, Section 1-105.) Customers may ask for access to their own record. Other individuals may not inspect a customer's record except with the customer's authorization or by order of a court of law.

Parents of minor children under the age of eighteen may have access to their child's record. Oklahoma Statute 1040.75 defines a juvenile as an unmarried person less than eighteen years of age.

**Withdrawal of Parental Consent**

The signature of a parent or guardian acknowledges responsibility for library materials checked out to the child. Parents may choose for their minor children to have access to all areas of the library or for access limited to the "juvenile" section of the library. The juvenile section includes: picture books, easy books, juvenile fiction (for grades 3-6), juvenile nonfiction (for preschool-grade 6), children's videos plus children's books on cd-rom , CDs , or cassette tapes.

If a parent/guardian does not wish for his/her child to have access to particular materials, he/she will need to discuss the restrictions with the child.

If a parent/guardian wishes to withdraw the acknowledgement of responsibility from his/her child's card, the library staff will delete the child's record so that no materials can be checked out to that card. The child's access to the library's collection is then available only through the parent or guardian's library card.

**Lending Policy**

**Standard Loan Rules**

Customers are responsible for materials checked out on their library card whether the owner uses the card, or someone else uses the card authorized (or not) by the owner. By signing the library card of minors, the parent/guardian is responsible for materials checked out on the child's card. Cardholders are requested to notify the library immediately if their card is lost or stolen, or if they have a change of name or address.

The Piedmont Library Board sets loan periods and limitations by subject or format. In addition, the Board sets the fine rate for all library materials.

Items may be renewed only one time for an additional loan period. No item may be renewed if it is on reserve for another customer.

Reference books do not check out to the public.

Copyright law protects most materials borrowed from the library. Most non-print materials are for home use only. Any other use, including copying or performance in public in whole or part, is prohibited by law. Some videocassettes have public performance rights and may be used by the group. Staff can provide guidance in this area.

The borrower will be responsible for replacement cost of lost or damaged cassettes. The library is not responsible for any damage a videocassette, DVD, CD-ROM or cassette tape might cause to the borrower's equipment.

### **Special Loan Rules**

#### *Homebound Institutions*

No fines are accrued for overdue materials. May check out a maximum of twenty (20) items.

### **Interlibrary Loan**

Interlibrary Loan service (a request for materials owned by another library outside the collection owned by the Piedmont Public Library) is available to any registered customer.

Customers may request a maximum of four (4) items per week through Interlibrary Loan. A fee of five dollars (\$5.00) per item to cover shipping and handling will be paid by the customer before the request is submitted. If the library is unsuccessful in obtaining the book, the \$5.00 fee will be returned to the customer.

Once the requested material is received, the library staff will attempt to contact the borrower by telephone (e-mail or mail, if requested). Materials will be kept at the library until one week prior to the due date of the lending library. Should a patron fail to "pick up" the loan, a request for that material will not be filed again on his behalf.

Checkout time for Interlibrary Loan materials is a minimum of two weeks. The lending period may exceed this minimum up to one week prior to the due date of the loaning library.

Customers will be charged the replacement cost (and any fees charged by the lending library) of a lost interlibrary loaned item plus a late fee set by the Piedmont Public Library Board.

### **Reserves**

Items will be placed on reserve upon request by customers. Patrons will be notified by telephone when the materials are available. Reserve items will be held for three days. If an item is not picked up by the end of the third day, the item will circulate to the next person waiting or will be returned to the shelves. Items on reserve cannot be renewed for an extended holding period if someone else is waiting. Items on reserve may only be renewed for an extended holding period one time.

## **Borrower Accounts**

### **Fines and Payments**

A borrower is responsible for all materials charged to her/her borrower's card. Two overdue notices are mailed to customers who have items that are fourteen (14) days and thirty (30) days late. After a customer has received two overdue notices, and the item has not been returned, a bill notice will be sent for the replacement cost of the lost items.

The fee paid for the replacement cost of a lost item is non-refundable even if the item is returned at a later date.

Partial payment of accumulated fines and bills will be accepted.

A customer who claims to have returned an item is not responsible for fines or lost charges on that item. Return claims will be tracked on the customer's record.

### **Suspension of Privileges**

A customer's borrowing privileges will be suspended in the following limits have been reached:

- 4 or more items overdue
- 4 or more items claimed returned
- \$10.00 or more in outstanding charges
- An insufficient check is not paid three (3) days after the customer is notified

### **Lost and Damaged Items**

The replacement cost of a damaged item may be charged to the customer if the item is damaged to the extent it must be withdrawn from circulation. Installment payments will be accepted.

Donated materials will be accepted as replacement for a lost or damaged item only if it is in new or high-quality condition and is provided in the same format. For example, a paperback edition of a book cannot be used to replace a hardback edition.

The Piedmont Public Library will set a standard charge for damaged items that may still circulate.

# APPENDIX I

## LOAN PERIODS

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### **Print Materials**

Books	14 days
New books (7-day)	7 days
Magazines (non-current issues)	14 days

Newspapers                      Non-circulating

### **Nonprint Materials**

Audiocassettes/CDs	14 days
Videocassettes/DVDs	7 days
CD-ROM's	7 days
Learning kits	7 days
Audio book kits	14 days

## LOAN LIMITATIONS

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Books	4 per borrower
7-day books	2 per borrower
Magazines	4 per borrower
Audiocassettes/CDs	4 per borrower
Videocassettes/DVDs	4 per borrower
CD-ROMs	4 per borrower
Learning kits	1 per borrower
Audio book kits	4 per borrower
Nonfiction books	4 per subject call number

## APPENDIX II

### FEE SCHEDULE

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<b>FAX</b>	\$1.00 per page domestic \$4.00 per page international \$0.10 per page-receiving fax No charge to other libraries
<b>Interlibrary Loan</b>	
Request origination fee	\$5.00 per item
Lost ILL book	charge by lending library or \$45.00 default fee
Overdue ILL book	\$5.00
<b>Non-resident Fees</b>	\$5.00 per household per year
<b>Overdue Fines</b>	<b><u>Per day</u></b> <b><u>Maximum</u></b>
Library materials	\$0.10      \$8.00
All A-V materials (CDs, tapes, DVDs, computer programs, etc.)	\$0.50      \$10.00
<b>Damaged Library Materials</b>	
Items can still circulate	\$5.00 per item
Item must be withdrawn	Cost of item
<b>Photocopy Charge</b>	\$0.10 per page
<b>Printing charge (from computer)</b>	\$0.10 per page
<b>Replacement Library Card</b>	
Lost/Stolen card	\$2.00
Damaged or worn card	no charge