

OPERATIONS  
Circulation and Use of Library Materials

**STATEMENT:** As affirmed by the Board of Trustees adopting the ALA Statement on Intellectual Freedom, all materials are available to all patrons of the library. As a practical matter, materials are located in different areas of the library, children's area, young adult areas, adult area, etc.

**PURPOSE:** The purpose of this policy is to provide guidelines for circulating library materials.

**POLICY:**

Library Cards

1. Library cards may be issued to anyone age 5 and up.
2. Applications for children age 12 and under require a parent/guardian signature to accept responsibility for borrowed materials.
3. Legal identification must be presented by all individuals age 16 and older when applying for a card (Driver's license or Sheriff ID).
4. All patrons must use their own card, with the exception of children under age of 5, who may use their parent's card. We reserve the right to request identification if a library card isn't shown.
5. Lost or damaged cards may be replaced at a cost of \$1.00, but only when there are no current loans or fines attached to it.
6. In the event of address changes, or lost cards, the library should be notified immediately.
7. Patrons must be 18 years of age or older and have an OWWL Library Card account in good standing in order to check out the E-reader

Circulation

1. Materials circulate for the following time periods:  
3 weeks – Books, magazines, audio books, E-reader, and interlibrary loans of these materials  
1 week - Videos, DVD, video games and ILL's of these materials
2. There is no maximum limit to the number of books a patron may check out.
3. In order to maximize access to some small collections in the library, video loans will be limited to 5 DVD's per family, 1 of which can be a new DVD.

Returns

1. All materials should be returned to the circulation desk when the library is open. The Book Drop is available for return of some materials only when the library is closed.
2. The library does accept return of materials checked out directly from other Pioneer Library System Libraries, but our staff should be informed that this is the case. Any fines owed the lending library may be paid here, or the lending library will retain a fine record.

Holds

1. If an item is not available, staff will add names to a hold list.
2. When the item becomes available, patrons will be called in their order on the list.
3. High demand materials must be picked up within 1 week after notification of availability.
4. Those no longer needing the item should notify the library to be removed from the list.

Renewals

1. Most library materials may be renewed unless there is a hold on the item.
2. Interlibrary loans may be renewed with approval of owning library.

3. There are no renewals allowed on E-readers

#### Drop Box

1. The library provides a Book Drop as a convenience for patrons to return books after hours. If the Library is open, materials must be returned inside.
2. RJCL is not responsible for items left in the drop box.
3. Materials left in the Book Drop when the library is closed will be back dated one business day, and overdue fines, if any, will be posted to the patron's account.

#### Interlibrary Loan

1. If the library does not own materials you need, we will borrow from another library on Interlibrary Loan (ILL).
2. The requested material may be available within a few days, or several weeks, depending on the source location.
3. While PLS absorbs the cost of borrowing most materials, some charges may apply when a particular loan goes over the policy limits.
4. ILLs may be renewed with permission of owning library.
5. All ILLs obtained through this library may be returned to any library in Pioneer Library System.

#### Fines/Lost Materials

1. Fines for overdue items are \$.20/day for everything except videos, DVD's, and E-readers which are \$1/day.
2. There is a one day grace period for all items, during which no fine will be charged.
3. The maximum fine per item is \$5.00.
4. When fines total \$5.00, the borrower's privileges are suspended until fines are paid under \$5.00.
5. When the fine for the E-reader reaches \$5 it will be assumed lost or stolen and the patron will be subject to legal action at the discretion of the Library Director. Patrons will be notified in writing by the Library Director before legal action is taken.
5. With the exception of the E-reader, which is stated above, when a library item is overdue by 90 days or longer the item will be considered lost and that item will automatically require being paid for in full or replaced with an identical copy by the patron losing the item. The patron may keep the item if it becomes found, but the money paid will not be refunded. There is a 30-day period for a patron to receive their money back if an item they have paid for is found and is still in good condition.
6. Fees for lost or presumed stolen materials reflect replacement costs as well as a processing fee.
7. Patrons with materials that are unreturned for a period exceeding 90 days with a total value of \$100 or more will be subject to legal action at the discretion of the Library Director. Patrons will be notified in writing by the Library Director before legal action is taken.
8. Lost or presumed stolen materials will be included in any fine owed.
9. Fine Amnesty
  - A – Books on Wheels: Those patrons receiving books from the Books on Wheels program shall be exempt from incurring fines on materials as they are dependent upon the availability of staff to pick up items for discharge.

B – Amnesty Programs or events that may be offered by the library

C – Accidental: At the discretion of the director, patrons shall be forgiven fines and material replacement costs if the materials are lost due to fire, theft or other unintended accidental causes.

#### Other Services

1. Copies - \$.10/page for b/w; \$.25 for color

2. Printouts - \$.10/page

3. FAX – to local numbers - \$.50/page; long distance \$1.00 page.

Confidentiality

Records of materials borrowed are confidential, and are not available to anyone outside of the library staff. Pursuant to CPLR 4509, records related to the circulation of library materials which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state shall be confidential, and shall not be disclosed except to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute.