

# Library Circulation Policy — Summary

## Purpose

The library provides library cards and circulation services to support community access to resources and materials. By using these services, patrons agree to the terms outlined in this policy.

## Eligibility & Access

The library issues a free library card and borrowing privileges to (list who can get a library card and any associated fees)

Factors to consider and include:

- Age
- Residence
- Out of county card, is there a fee?
- Can a card be free if they work or go to school in the service area?
- Replacement charge for lost card? How much?
- Does the library have temporary cards? What are those rules/limits?
- What form of Identification is needed to get a card? Examples:
  - Photo ID (driver's license, school ID, military ID, or tribal ID)
  - Proof of current mailing address
  - A legal guardian's ID is required for a child
- Does the patron have to have an ID or Card to checkout?
- Do library cards expire, how are they renewed?

## Borrowing Limits

- Maximum number of active checkouts and hold requests:
- Material type limits may apply (e.g., microforms, multiple copies of journals).
- What are the loan periods?
  - List item types and loan periods
- How do renewals work?
  - How many renewals?

- Can patrons call to renew?

## **Fees & Responsibility**

- Who is responsible for fines?
- How much are fines?
- How much are the fees?
- Who is responsible for setting the fines and fees amounts?
- How should Lost, damaged, or overdue items be reported?
- ILL fees charged by lending libraries may be passed on to the patron or partially absorbed by the library.
- Who is responsible for items checked out?

## **Circulation Process**

- How does Checkouts work?
- How are material and ILL requests submitted?
  - Patrons may indicate a “date needed by,” but arrival is not guaranteed.
  - Staff communicate status updates and notifications for all ILL requests.

## **ILL Statement**

INTERLIBRARY LOANS: If the Library chooses to borrow a requested item from another library, the customer will be alerted to the item’s arrival, and it will be held for the customer up to seven days. If the customer fails to pick up the item during this time, the item or items will be sent back to the lending library. In the event this circumstance happens three times within a year, that customer will not be allowed to request an interlibrary loan for a full year from the date of the third offense. The customer is responsible for any overdue fines incurred or, in the event of a lost item, the replacement cost charged by the lending library.

## **Patron Responsibilities**

- What are Patron responsibilities?
  - Treat all borrowed materials with care.
  - Return items on time or renew according to library policies.
  - Respect borrowing limits and library property.

## **Staff Assistance**

- Staff can provide guidance on checkout, renewal, material or ILL requests, and library management systems.
- Training and support are available for digital literacy and effective use of library resources.

## **Enforcement**

- How will this policy be enforced?
  - Violations may result in temporary or permanent loss of circulation or ILL privileges.
  - Enforcement is applied fairly and consistently in accordance with library policies.

## **Policy Review**

- This policy is reviewed every four years or as needed to reflect operational, legal, and technological changes. Include the date reviewed and adopted.