

## SEWARD MEMORIAL LIBRARY CIRCULATION POLICY

Equitable access to information of all types is a high priority of the Seward Memorial Library. Members of the public are welcome to use materials in the library, and those who are interested and agree to the policies listed here may borrow the resources of the library for use outside of the library.

### A. Card Types

1. Borrowing privileges are free to all residents of the City of Seward, Nebraska, upon full completion of the appropriate Board-approved application.
2. Resident library cards are issued for a two year period and may be renewed after staff checks that patron information is current.
3. Any non-resident may support the library by purchasing a membership for \$25.00 per year or \$15.00 for six months.
  - a. Membership includes borrowing privileges for immediate family members living in one household.
  - b. Membership is not transferable outside the immediate family.
  - c. Membership fee is not refundable.
  - d. Non-residents who own property within the city limits of Seward, Nebraska may, upon completion of the appropriate form, receive a free library card issued for a two year period which may be renewed after staff insures that property is still owned within city limits.
4. Courtesy (free) library cards may be issued in special circumstances.
  - a. Courtesy cards are available to Seward County patrons 65 and over and must be updated every two years.
  - b. Courtesy cards may be issued at no cost to county businesses or organizations that act on behalf of patrons who are generally unable to access library resources for themselves. Examples include but are not limited to schools, residential or retirement centers, group homes, and extended care facilities.
    - 1) Each applicant must sign an agreement promising restitution in the case of lost or damaged items and must

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provide to the library a current list of employees who have approval to use the card.

- 2) Courtesy cards may not be used by staff members for personal use.
  - 3) All library policies, including circulation periods, fines, etc., apply.
5. Concordia University students, after producing a current CU ID card and completing the appropriate Library Board approved application form, may receive a Seward Memorial Library card at no cost. This application form indicates that Concordia University will take measures to insure that all materials belonging to this library will be returned by their students. These student accounts will expire every September 1<sup>st</sup>, no matter when the original card is issued. If the Concordia University student is unwilling to agree to the measures outlined on the form, that student may purchase a non-resident card as described elsewhere in this policy.
6. NebrasKard is a statewide program that encourages Nebraska libraries to participate in reciprocal borrowing arrangements for the benefit of libraries and library users.
- a. Patrons from libraries who participate in NebrasKard may apply for a free Seward Memorial Library card upon showing their current library card with a dated NebrasKard sticker. NebrasKard patrons are limited to having 25 items checked out at any one time after receiving their Seward library card in the mail and are subject to all other rules of Seward Memorial Library.
  - b. Seward Memorial Library patrons in good standing may request a NebrasKard sticker for their library card for use at participating libraries in the state. Non-resident applicants must pay an additional \$15 for the sticker per the NebrasKard program guidelines.
7. Applications
- a. All applicants 17 and over must show a picture ID to staff before receiving a library card. Applicants 16 and under must have a parent or legal guardian sign the application after showing a picture ID to staff.
  - b. New applicants are limited to having three items checked out at any time until their permanent library card is received. The

permanent library card will be mailed to applicant at the address listed on their application form.

- c. Applications for library cards require patrons to share their name, mailing address (and residence if different), phone, employment and/or school, and e-mail if applicable, along with a reference. A signature indicates that the patron agrees to abide by the rules and regulations of the Seward Memorial Library.

## B. Loans and Reserves

### 1. Procedures

- a. To check out material, all borrowers must display a current library card or a current photo ID. After proof of identification is shown a digital image may be entered on the library computer for verification, eliminating the need to show a library card on subsequent visits.
- b. All loan periods shall be established by the Library Director with approval of the Board. The current loan period is four weeks with no grace period. If an item has no one waiting for it, it can be renewed for two more loan periods.
- c. Items which are not circulated because of frequent in-house use or inability to be replaced include: reference materials, genealogical materials, newspapers or newspaper microfilm, the newest issues of periodicals or periodicals more than ten years old, or other items as determined by the Library Director.
- d. No patron may have more than 50 items checked out at any one time unless they have received special permission from the Library Director.
- e. Reserves may be placed on items currently not available because they are in circulation or are not yet published or received. In addition, reserves for new releases by popular authors may be automatically created using the Reserve Express feature of the online catalog.
- f. Patrons may place reserves on items that are on the shelf. However, consistent overuse of this feature (10 per day or more) may result in limitations being placed on that individual library account. In addition, pulling these items for patrons will be done only as staff time allows. If another patron in the library desires to

check out the reserved item before staff can pull it from the shelf, the reserve is deferred.

2. Fines

- a. Generally, fines for overdue material will be levied at the rate of 10 cents per item per day. Maximum fine per item shall be \$2.00. Inter-library loan books and other staff-identified materials shall have a fine of \$1 per day with no maximum.
- b. Patrons who accrue \$5.00 or more in fines shall be restricted from checking material out until the fine is paid.
- c. Individuals whose family card has been restricted may not receive an individual card until the family card is unrestricted. Individuals who are restricted may not use a family card until the individual card is unrestricted.
- d. Borrowing privileges will be restricted and the patron's name may be turned over to the City Attorney after material has been delinquent for a period of 60 days. In addition, a \$25 collection fee will be charged to the delinquent account.
- e. Prior to any legal action, every attempt will be made to recover overdue materials directly from the patron.
- f. Fine automatically stops on a lost item when the loss is reported.

C. Replacement of Lost/Damaged Materials

1. Replacement of damaged material is the responsibility of the patron who last had the item checked out. Patrons may either replace the lost or damaged item with the same title in the same format, or pay for the replacement of the item using the cost entered on the item's catalog record. Payments for lost items will be credited to the appropriate budget line to allow for a new purchase to be made.
2. Book and a/v materials are valued at full cover price, which may be found on the item's catalog record. If this is not available then the full cover cost from the replacement's vendor will be substituted.
3. Magazine issues are valued at \$5 each.
4. Cases for audio/visual materials and other accessories are valued at \$1 each.

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5. Replacement of lost material is the same as for damaged material. However, if the patron feels the item(s) may turn up they should be renewed until the maximum is reached, then moved to Lost as per the procedures manual. The patron will then have 1 year before restitution is required.
6. No return of donated material or money will be made, even if the original item is found.

D. Equipment Circulation

The following standards shall apply to the use of the library's circulating equipment:

1. Equipment may be checked out for 24 hours.
2. A modest fee may be charged in accordance with replacement costs. The Library Board shall review the fee schedule periodically. Civic groups and organizations shall not be charged.
3. Patrons must be at least 18 years old and have signed the library's rental equipment check-out form.
4. One renewal will be allowed as long as no one else has reserved the equipment.
5. Staff may reserve equipment for patrons ahead of date needed.
6. Patrons with overdue materials may be prohibited from renting library equipment.

E. Inter-Library Loan

1. Borrowing Items
  - a. The Seward Memorial Library will use the most efficient means of inter-library loan available for its patrons to insure speedy delivery of requested titles.
  - b. Patrons are required to pay for the return postage of the items received, whether or not they check the items out. In addition, the patron must pay for any assessed costs of obtaining an item through inter-library loan (rental, copies, fees, etc.) which go beyond budgeted staff and on-line time.

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- c. Because of the potentially high costs of replacing interlibrary loan items, patrons are limited to having no more than five ILL items out at any given time. Up to five additional ILL items may be ordered and held at the library to be available to patrons upon the return of the first items.
- d. Patrons who lose materials received through ILL will be required to pay the fine or replace the item according to the policies of the lending library.
- e. Patrons using the ILL service at the Seward Memorial Library must have a Seward Memorial Library card in good standing and must sign an ILL borrowing contract which will be kept on file at the library.

2. Lending Items

- a. Requests will be taken over the phone, from electronic mail, via the FAX machine, through the mail, or via the OCLC network.
- b. The circulation period will be 4 weeks, with one renewal allowed when the item is not on reserve.
- c. Borrowing libraries will be expected to reimburse the full cost of the item if it is not returned within 2 months of the due date.
- d. Fines shall not be assessed.
- e. All other circulation policies apply to ILL.

F. Confidentiality of Library Records

- 1. State law stipulates confidentiality of library records, i.e. Law 84-712.05, "Records which may be withheld from the public", states that "The following records, unless publicly disclosed in an open court, open administrative proceeding or open meeting or disclosed by a public entity pursuant to its duties, may be withheld from the public by the lawful custodian of the records : . . . (10) Records or portions of records kept by a publicly funded library which, when examined with or without other records, revealed the identity of any library patron using the library's materials or services."
- 2. It is the policy of the Seward Memorial Library to maintain complete confidentiality of all library circulation records.