

POLICIES ON THE USE OF THE LIBRARY

1. The resources of the library may be used within the library by anyone with or without a Borrower's Card.
2. Materials to be circulated may be checked out for home use by any person who has a current Borrower's Card.
3. Card Types:
 - a. Borrower's Cards are issued to any resident of the City of Athens or of Limestone County upon approval of a properly completed registration application and presentation of current proof of address and photo identification.
 - i. Upon issuance of a Borrower's Card, the patron may check out 2 items. Upon safe return of the 2 items, a patron's limit will be set to their permanent patron type setting.
 - ii. No fee is charged at the first issuance of a Borrower's Card. A fee of \$3.00 is charged for the replacement of a lost card.
 - iii. If an individual is under the age of 18, his or her parent/legal guardian must also be present at the time a card is given. Both signatures are required for a card as the parent/legal guardian is responsible for all charges incurred. Proof of address and photo ID of a person ages 15-17 are acceptable in place of the parent/legal guardian's.
 - iv. There is no specific age limit on when a person can get their first Borrower's Card as long as he/she is able to write their own name. In cases where a minor might not be able to sign their name due to disability or injury, a parent's signature will suffice. Children must be present at the time the card is issued.
 - b. Non-Resident Borrower's Cards will be issued to non-residents upon approval of a properly completed registration application and presentation of current proof of address and photo identification. An annual membership payment of \$20.00 a year. These patrons are allowed to check out 25 total items.
 - c. Limited-User Cards are issued:
 - i. The Director or the Head of Circulation may, at their discretion, allow a card to be made even when the patron does not provide official photo identification if they can provide current proof of address. This card will remain limited until photo identification can be provided.
 - ii. To temporary residents of 6 months or less upon approval of a properly completed registration application, presentation of proof of permanent address, proof of current local address, photo identification and proof of current local employment. Badge ID information will also be gathered if applicable. Information must be taken at the time of registration on how long they will be here.

- iii. To temporary residents of 6 months or less who are here for reasons other than employment upon approval of a properly completed registration application, presentation of proof of permanent address, proof of current local address, and photo identification. Information must be taken at the time of registration on how long they will be here.
 - iv. This patron type may only have 2 items checked-out at any time.
- 4. A patron's card is not valid if the patron has an unpaid fine of \$5.00 or more. No materials may be checked out on this card.
- 5. The number of books issued to a patron at one time may be limited for the following reasons:
 - a. Current demand for the books or subject matter
 - b. Record of habitual overdue items or other charges on the part of the borrower
 - c. If the patron or the patron is on a payment plan
 - d. If an adult aged patron is unable to transport him or herself to the library. These patrons would be recommended to our *At Your Doorstep* Program to better suit their individual needs.
- 6. Fines:
 - a. Overdue Fines:
 - Books - \$.35 per item, per day
 - CDs - \$.35 per item, per day
 - DVDs - \$1.00 per item, per day
 - Audio-books - \$.35 per item, per day
 - Kits - \$1.00 per item, per day

Note: Overdue charges shall not exceed \$10.00 on books and \$15.00 on all other materials.

- b. Damage Fines:
 - Book Drop Charge - \$2.00 per item
 - Barcode Replacement - \$1.00 per item
 - Spine Label Replacement - \$1.00 per item
 - Cover Replacement - \$2.00 & up per item dependent on
extent of damage
 - DVD Case Replacement - \$5.00 per item
 - Kit Bag Replacement - \$3.00 per item
 - Cleaning Fee - \$2.00 and up per item
 - Audio Book Case Replacement - \$10.00 per item

Damage charges for torn pages, crayon/pen/pencil marks, water damage, etc., will be determined after examination by staff. Whenever a patron pays full replacement price, he or she may have the damaged item if desired.

Overdue fines on lost items cease when the item is reported lost or the maximum fine amount has been reached

If, after having been paid for, a lost item is found and returned to the library within 90 days in good condition, a refund for the price of the book, not including processing and late fees, will be made to the patron.

- c. The charge for replacing a lost library card is \$3.00. Patrons must complete the original registration process for their card type, in its entirety, again. If a patron owes more than \$5.00 in fines, those charges must be cleared in order for any new card to be valid.
 - d. If a patron needs to use the computer or check out materials, but does not have their library card, they may use a valid photo ID.
7. Lost Books: Lost books or other library materials must be paid for at the current replacement price. This amount does not cover the cost of reordering or processing the new copy. This is a separate charge of \$10.00 per item.

8. Loan Periods:

a. Books / Audio-books // CDs:

Are loaned for three weeks. Items may be renewed three additional times if not on reserve; the maximum loan period is twelve weeks.

EXCEPTIONS: Some reserve books are loaned for two weeks only. Only five Books-on-CD and five Playaway Audio units may be checked out on a patron's card at a time.

b. Playaway Units:

Only one of these may be checked out at a time for a period of one week. They may be renewed an additional three times for a maximum loan period of four weeks, if not on reserve.

c. DVDs:

These types of items are loaned for a period of one week and may be renewed an additional three times for a maximum loan period of four weeks, if not on reserve. Only five DVDs at a time may be borrowed on a patron's card.

/Tablets:

e. Kits:

- i. May be checked out for three weeks and may be renewed an additional three times for a maximum loan period of twelve weeks, if not on reserve. There is a limit of five kits per patron at any one

time. Advise the patron that he or she is responsible for all material checked out with the kit.

- ii. Overdue fines of \$1.00 a day will be charged when any part of the kit is left out and not returned on time
 - iii. A kit is checked out in its entirety. Individual parts of the kit (books, CDs, etc.) cannot be checked out separately.
- f. Circulating Board Games
- i. May be checked out for one week and may be renewed an additional three times for a maximum loan period of twelve weeks.
 - ii. Only 2 games may be checked out at one time per patron account.
 - iii. When a game is returned, it will be given to the head of Adult Services for verification that all pieces are present. Once it is confirmed all pieces are accounted for, the game will then be discharged from the patron account.
 - iv. Overdue fines fo \$1.00 per day will accrue until all pieces of a game are returned.
 - v. A game is checked out in its entirety. Individual parts of the game (books, CDs, etc.) cannot be checked out separately.

RESERVES AND RENEWALS

1. Books and other library materials may be reserved for patrons upon request. Only 10 items may be requested at one time, with the exception of Easy Books. Only two of these items may be held for a patron at a time. Hold materials are held for 7 days.
2. Requests may be made by using the Place Request function of the online catalog. A library card number and library pin number are required.
3. If an item is not part of the Library's collection, patrons may request that the item be purchased by the Library. No guarantees are made that purchase requests can or will be fulfilled. No more than five requests may be made per quarter. Requests for future titles may not be made more than sixty days in advance of publication.
4. Patrons are notified of the availability of their held item/s via the method selected on their Patron Registration information page in the Library's ILS system.
5. Items may be renewed either by returning the item to the library, online or by telephone. If there are no reserves on the item, it may be renewed up to threethree times. A patron's library card number is required for any renewals over the phone. Online renewals via the patron's account requires a patron's library barcode number and pin number.
6. Overdue items may be renewed if the library is contacted no later than 7 days after the original due date. Overdue items cannot be renewed online.

FAX SERVICE

The library offers a faxing service to patrons for the price of \$2.00 for the first page and a \$1.50 for each additional page up to a maximum charge of \$33.00.

Pages must be letter size, 8.5" x 11". Any copies made to fulfill this size requirement are \$.20 a page. Only one side of a page will be faxed. If the back of a page is needed, the patron is responsible for making the copies at their expense. There is no discount for sending multiple faxes. Cover sheets are available on request and are counted as a page when calculating the total charge.

No refunds will be given for faxes sent. If a patron presents the confirmation page showing that the fax was sent to the incorrect number before leaving the library building after having sent the fax, staff will resend the fax free of charge.

INTERLIBRARY LOAN POLICY

Interlibrary Loan services are an important facet of the library's plan to provide patrons with a complete range of helpful services. The Interlibrary Loan service is essential to the vitality of libraries of all sizes and types, and is a means by which a wide range of material can be made available to users. The Athens-Limestone Public Library staff will make every effort to assist patrons in using this service, but some consideration must be made to the fact that the staff is small and items to be requested should meet the following criteria:

1. A loan or copy of any material may be requested from another library
 - a. in accordance with the published lending policy of that library. The lending library will decide in each case whether a particular item can be provided.
2. Under ordinary circumstances, borrowing libraries will not supply:
 - a. Audio-Visual materials
 - b. Rare or valuable material, including manuscripts
 - c. Bulky or fragile materials
 - d. Unique material that would be difficult or impossible to replace
 - e. Material in high demand at the lending library
 - f. Material which can be copied cheaply or which is available at low price
 - g. Material for class, reserve, or other group use

Patrons should exhaust our own local library resources first. Staff assistance is available.

The staff member charged with the responsibility of interlibrary loans may determine which patron requests for interlibrary loans meet the specified criteria. If there is a conflict, the Director will mediate.

The Library allows a maximum of 4 ILL items per patron at any one time. Best sellers and high demand titles published within the current calendar year will not be requested. The library will attempt to purchase as many of these titles as the budget permits.

Staff will verify all loan requests for specific titles in OCLC. Patrons should furnish as much bibliographic data as possible in order for a request to be processed. Requests will not be accepted from patrons who have overdue materials and/or owe fines or other charges.

At the time of the initial request, a minimum of \$5.00 per item will be charged. If the item is unusually heavy a surcharge of \$1.00-\$2.00 will be due when it is picked up.

In general, if an ILL search has not located a copy of a book available for loan within one month of the date of request, the loan search will cease. The patron will be notified that the library has been unable to locate the item.

Library staff may request renewal of a book. Patrons should always request an extension of the loan period several days before the due date of the owning library. Patrons should be aware that these libraries may not be able to renew books because they may be on reserve for other patrons.

If within a short period of time, several requests for ILL for the same title are received, a recommendation will be made to the Library Director that a copy be purchased for the collection.

The borrowing library and its users must comply with the condition of loan established by the lending library.

RESTRICTED MATERIALS

- a. Restricted materials are (a) local and state historical materials, and (b) certain expensive and/or rare items.
- b. Back issues of periodicals are available for reference and research. Periodicals may not be checked out. Newspapers are kept for 6 months. Magazines are stored until the end of the current year.
- c. Patrons desiring to use these files must ask a staff member, who will find the periodicals needed.

Section is covered on page 15 and does not belong here.

BOOK SELECTION

Selection of materials for the library collections is carried out in accordance with the "Materials Selection Policy." The Board of Trustees believes that adherence to the principles set forth in this policy is our best insurance of an extensive, comprehensive collection.

See Appendix 4

GIFTS AND DONATIONS POLICY

1. Financial Gifts
 - a. Financial gifts are welcomed and accepted. Monetary gifts given by donors who wish to place restrictions on their use are accepted upon approval by the Library Director.
2. Books and Materials