

## BORROWING AND CIRCULATION POLICY

### WHO MAY BORROW:

The Phelps Community Memorial Library is chartered to serve the Town of Phelps. Persons who reside or own property in the Town of Phelps are eligible for a library card and may apply with acceptable identification including street address, mailing address, and a photo ID for adults.

Other residents of the Pioneer Library System service area may borrow materials with an existing OWWL card or apply with proper identification. Out-of-system residents may apply for an out-of-system OWWL card for a fee of \$20 per family. (There is no charge for residents of the Phelps-Clifton Springs School District.)

### LEVELS OF BORROWERS:

- A. Borrowers are divided into three main categories: Juvenile, YA and adult. There are no restrictions on the class of materials a patron may borrow.
  - (1) Juvenile borrowers are children ages five to 13 years old. All juvenile borrowers must have written authorization from a parent or legal guardian to obtain a library card.
  - (2) YA borrowers are young adults ages 14 to 17.
  - (3) Adult borrowers are persons 18 years old and over.

### CARDS:

- A. All patrons must present a valid library card or valid patron account number to borrow materials. A photo ID may be required to verify identity. A patron account with a status of OK is required to check out a computer.
- B. A patron who has lost a library card may obtain a replacement for \$1.00. Replacement of the fourth and subsequent cards cost \$5.00 each.

### ACCESS TO THE COLLECTION:

The Phelps Community Memorial Library Board of Trustees and its staff are responsible for providing equal access to Library materials and services for all Library users. The Board of Trustees maintains that it is the parents – and only parents – who may restrict their children – and only their children – from access to Library materials and services. Parents who would rather their children did not have access to certain materials should so advise their children.

### LOAN LIMIT:

Juvenile borrowers will be limited to 2 juvenile videos or DVD's unless a responsible adult is present.

### LOAN PERIODS:

- A. Books, magazines, audios and music CDs will be checked out for 3 weeks.
- B. Videos & DVD's will be checked out for a 1 week loan period.
- C. Books Plus Boxes may be borrowed from the Pioneer Library System (PLS). Loan periods are determined by PLS.
- D. Local History Materials do not circulate.

#### RENEWALS:

- A. Materials may be renewed at the library, by telephone (speaking with a clerk), or by using OWWL on the internet. Patrons need their PIN number to renew items online.
- B. Materials that are on HOLD may not be renewed. The patron must have his/her name added to the HOLDS list for another loan period if they want to renew.
- C. Books may be renewed a maximum of 2 times, for a total loan period of 9 weeks. Videos and DVD's may be renewed once for a total loan period of 2 weeks. Materials may not be renewed if there is a HOLD on the item.

#### OVERDUE MATERIALS:

- A. If a patron account shows fines or overdue items, remote library access is suspended. The patron must come to the library to renew items.
- B. If a patron has 5 or more items overdue, or fines totaling \$5.00 or more, the patron account will be blocked, suspending all library privileges.
- C. When materials are two weeks overdue, a reminder phone call is made.
- D. When an item is 30 days overdue it is presumed lost, and the patron will be billed by PLS.
- E. No delinquent, over-due list can be generated at the Phelps level. However, as delinquent accounts come to the attention of the clerks, another phone call is made and then names are turned over to the board.
- F. Any borrower who feels that Library records are at fault and that he/she is not responsible for the materials or the charges that have been associated with his/her name, is invited to discuss the matter with the Library Director. A shelf-check is done and an e-mail sent to all other PLS libraries to check their shelves. The patron is asked to check again at home for the lost items.
- G. If he/she is not satisfied with the Director's decision, he/she should be invited to attend a Library Board meeting and discuss the matter with the Board of Trustees.

#### OVERDUE CHARGES:

For overdue materials belonging to or checked out from the Phelps Community Memorial Library-

- All printed material .10 per item per day with a \$5.00 max. per item
- Music CDs .10 per item per day with a \$5.00 max. per item
- J-TOY .10 per item per day with a \$5.00 max. per item
- KIT .10 per item per day with a \$5.00 max. per item
- Puzzles and other items classified as "ephemeral" - no fines
- Video games \$1.00 per item per day with a \$5.00 max. per item
- Videos, DVD's and audios \$1.00 per item per day with a \$5.00 max. per item.
- Dropping any item except printed material in the drop box is \$1.00 fine per item.

Overdue fines and fees on items borrowed from another library-

- a. Phelps Community Memorial Library will retain all fines
  - b. All fees will be forwarded to the owning library
- The patron is expected to pay full replacement value for all lost items.

**INTER-LIBRARY LOANS (ILL) - LIBRARIES NOT IN OWWL:**

- A. Inter-Library loans are those materials that have been requested and/or borrowed from another library on behalf of Phelps Community Memorial Library patrons. Every effort will be made to secure these materials; however, no guarantees will be made as to the filling of these requests, especially by a deadline.
- B. All requests for materials not owned by Phelps will be placed in the regular inter-library loan network.
- C. Patrons under a time restraint for use of materials must advise clerk of time limit.
- D. ILL materials will be checked out using the due date of the owning library.
- E. ILL materials may be renewed under the discretion of the owning library.
- F. The fee to request an out-of-system ILL is \$5.00 per item. This fee is billed to Phelps by PLS.

**OWWL/ILL – HOLDS WITHIN THE PLS SYSTEM**

- A. Patrons may request materials from other OWWL libraries via internet or in person at the library at no charge.
- B. Patrons will be telephoned when material has arrived at the library.
- C. Patrons will be billed \$1.00 if material is not picked up within 1 week after notification.

Adopted by the board of Trustees on July 16, 1985

Revised 3/7/89, 7/94, 8/97, 3/00, 8/18/03, 3/04, 3/07, 6/08, 12/08, 8/17/09, 9/2011