

ARCHBOLD COMMUNITY LIBRARY

CIRCULATION POLICY

POLICY OVERVIEW

The Archbold Community Library makes a variety of materials, in a variety of formats, available to all persons on an equal basis. In order to provide for the efficient and equitable circulation of materials, the Library Board chooses to regulate borrowing eligibility; interlibrary loan; length of loan for various materials; overdue materials charges; and damage and replacement assessments.

BORROWING ELIGIBILITY

- Any Ohio resident is entitled to free library services and may apply for a library card in person at the library.
- Each adult borrower is held responsible for all items charged out on his/her card.
- Parent/guardian signature is required for children under 18 years of age. The parent/guardian will be responsible for the appropriateness of materials, including electronic information, and for payment of charges incurred with the card.
- Persons living outside Ohio, but who work in Ohio, may obtain a library card by using their employment address as well as their permanent residence address.
- Persons living and working outside Ohio are not eligible for a library card.

Library Card

- There is no charge to have a library card.
- A person applying for a library card must show a photo ID and proof of current address, which may include, but is not limited to, the following: passport, checkbook with current mailing address, or cancelled mail received at the applicant's address. Children under 18 years of age must have the signature of a parent or guardian.
 - a. Exceptions to the above policy may be made for persons applying for a card when other family members are borrowers in good standing.
- A borrower assumes full responsibility for all use made of the card. By signing the application form, the borrower agrees to comply with all library rules and regulations; to pay all fines; to be responsible for any loss or damage to materials; to provide immediate notice of any change of address; and to provide immediate notice if the card is stolen.
- A borrower is not permitted to use another person's library card.
- Borrowers must bring their card with them any time they wish to borrow materials or use the public Internet computers. Borrowers who do not present their library card on several occasions when they wish to borrow materials or use the computers will be asked to purchase a replacement card.
- There will be a charge of \$1.00 to replace a lost library card; no fee is charged to replace a worn out library card.
- All new borrowers will be considered temporary patrons until a pattern of returning items has been established, at which time full borrowing privileges will be granted and normal borrowing rules will apply.
- At the time of application, only one card will be issued to a family where more than one member wishes to receive a card. This card must be issued to a parent who has shown a

picture ID and offered proof of mailing address. When the patron is granted full borrowing privileges, additional family members may apply for a card.

INTERLIBRARY LOAN

- No library can meet all the needs of all users. The Board of Trustees and Director actively promote cooperation with other libraries and library agencies to more effectively meet the needs of the community.
- The library will make every attempt to obtain inter-library loan (ILL) requests through the statewide resource sharing network MORE. This service is free of charge; however a charge of \$1.00 will be added to a borrower's account for failing to pick up ILL materials. Materials will be held for 14 days after the borrower has been notified. After that time the material will be returned to the lending library and the borrower account charged.
- Borrowers may place their own ILL requests by accessing MORE through the library's online catalog, using their barcode and PIN.
- New borrowers must wait a period of 30 days before they will be allowed to borrow materials from other libraries. Exceptions may be made if the borrower has established a satisfactory pattern of returning materials before 30 days.

LENDING

The library does not restrict the ability to check out audiovisual or any material to minors, however, the library will honor restrictions placed by parents on their minor child's account.

- The library makes the following materials available for lending the stated length of loan period.

Material	Length of Loan
--Books	14 days
--Magazines	7 days
--Children's Magazines	14 days
--Audio books	14 days
--Entertainment video/dvd's	3 days
--Non-fiction video/dvd's	14 days
--Children's movies	14 days
--Music CD	14 days
--Teacher Loan	4 weeks

- Reference material and certain genealogy materials do not circulate.

ITEM BORROWING LIMITS

Certain categories of materials have limits as to how many items of that type may be on loan to a borrower at any given time. The following types of materials have the stated number of items borrowing limit per borrower:

○ Books	30
○ Entertainment videos/dvd's	3 per household
○ Non-fiction video/dvd's	5
○ Magazines	5
○ Audio books	5

- Each borrower card will be limited to a total of 30 items at any one time.
- Any item that circulates for public use may be borrowed from the library at the time registration is completed. However, temporary patrons will be limited to 3 items at any one time, only one of which may be a DVD. After full borrowing privileges have been granted, normal borrowing rules will apply.
- The library assumes no responsibility for damage caused to a borrower's audio visual equipment due to use of materials checked out by the borrower.

LENDING CHARGES

- A borrower will be charged the full replacement cost for any borrowed material that is lost or returned damaged beyond repair.
- All essential parts of books on CD or music CD's must be returned or the borrower will be charged the full retail replacement cost.
- Overdue charges:
 - a. 10 cents per day per item – includes all items except videos and DVDs which are \$.50 per day
 - b. The maximum fine per item is \$5.00.
 - c. Overdue fines will not be charged for days when the library is closed.
- Whenever charges accumulate to \$2.50 or more, borrowing privileges are suspended.

RENEWAL

- Books may be renewed three (3) times. The exception to renewal is New Fiction books, which cannot be renewed.
- Other materials may have varying renewal policies, depending on the material type.
- Renewals are not allowed on any item for which there is a reserve.
- Renewal requests can be made by telephone, in person, or through a borrower's online account.

RESERVE

- All library materials may be placed on reserve. The borrower is notified as soon as the reserved material is available for borrowing. Once notified, the borrower has seven (7) days to pick up the reserved item.