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# **Library Board**

**Monday, September 18, 2017**

**Regular Meeting**

## **Item F1**

### **Approval of Revision to Circulation Policy**

*The draft changes to this policy are technical in nature to bring our policy in line with current practice for service to Hall County residents.*

Staff Contact: Steve Fosselman

### A. Card Issuance

A library card is required in order to check out materials from the collections of the Grand Island Public Library and for use of internet services.

1. Grand Island and Hall County Residents. Any ~~resident or person residing~~ paying property taxes in Grand Island is eligible for a free Grand Island Public Library card by virtue of Nebraska Revised Statutes Chapter 51-212 and Grand Island City Code Chapter 19-2. An Interlocal Agreement is also in place providing free library card service to Hall County residents.

2. Agency and Educator Cards. The library issues Agency cards for the use of educational, governmental and public service agencies of Grand Island. The agency's employees may use this card. Authorized personnel must make request for this card on an agency letterhead. The library can issue additional borrower's cards to the agency upon request; however, individual cards cannot be issued to all employees.

The library also issues Educator Cards to enable all Grand Island educators to obtain materials from the library to use and incorporate into their classroom curriculum. Any educator, professional or paraprofessional currently teaching in any Grand Island school will qualify. Public, private, preschool and home-schools are included.

These cards are to be used in the course of employment only. Personal use of these cards is not allowed. Agency and Educator cardholders are not assessed overdue fines; however, cardholders are responsible for all materials checked out on their card and must pay for lost materials in order to maintain borrowing privileges.

3. NebrasKard. The library participates in a statewide cooperative program called NebrasKard. Patrons of other participating Nebraska libraries presenting that library's NebrasKard sticker or key tag with their expiration date will receive free service in accordance with the provisions of this program.

4. Non-resident Card Fee. The library assesses a non-refundable household non-resident card fee of \$10 for three months or \$40.00 annually to library card holders who reside outside Hall County. One adult person must apply as the "head of household" and list the other members. Everyone in the house may have an individual card, but only one fee is required for that household. This fee covers all materials checkout and computer use privileges for members of the household for that designated time period.

~~This fee is applicable to all library card holders residing outside the corporate limits of the city of Grand Island with the exception of:~~

- ~~• Non-resident households providing evidence of personal ownership of real property within the city of Grand Island~~

Out-of-county NebrasKard holders are exempt from this fee. Non-residents who are issued Agency and Educator cards may use these cards for their intended purposes only.

5. Daily Visitor Passes and Monthly Computer Services Cards. Daily passes may be issued for visitors in order to make short-term use of public access computer and wifi services. Visitors with more continuous use may apply for monthly public access computer cards, subject to renewal and issued in accordance with library operating procedures. Such passes and cards are free of charge but do not include checkout of library materials or access to City of Grand Island funded databases and downloadable services.

6. Limited Cards. Limited cards are issued for a three month period from date of issuance for those in shelter or temporary housing; and limited to two items for check out and Internet usage.

7. Replacement Cards. A \$1.00 fee will be assessed for issuance of a replacement card.

8. Card Application. To receive a library card, patrons are required to fill out a card application, complete with full name, address, phone number and other required information. Applicants must provide photo identification and proof of address.

9. Patron Responsibilities. Upon signing their application and library card, patrons are responsible for all library materials borrowed on their card and agree to pay any charges when materials are damaged, lost or returned late; and to notify the library immediately upon change of address or loss of library card. Patrons agree that they may not be able to check out any library materials or make use of Internet stations without their library card.

## **B. Check out Periods, Limits and Renewals**

Materials with renewal periods may be renewed one time if no one has placed a reserve on them.

1. <u>One-Week Checkout</u>	<u>Limits</u>	<u>Renewal</u>
Magazines	none	One Week
Videocassettes	5 per patron card	One Week
DVDs	5 per patron card	One Week
Seasonal Materials	none	One Week
2. <u>Two-Week Checkout</u>	<u>Limits</u>	<u>Renewal</u>
New Adult Books	none	Two Weeks
3. <u>Three-Week Checkout</u>	<u>Limits</u>	<u>Renewal</u>
Juvenile Books	none	Three Weeks
General Adult Books	none	Three Weeks
Paperbacks	none	Three Weeks
Audio Books (CD or tape)	none	Three Weeks
CD-ROMs/Software	none	Three Weeks
Music CDs	5 per patron card	Three Weeks
Kits	none	Three Weeks
Hot Picks	none	No Renewal

4. Interlibrary Loan. Loan periods and renewals are dependent upon the lending library.
5. Not for Loan. Reference and other designated items are available for in-library use only

### **C. Fines and Fees**

In order to assure the highest level of availability of library materials, the following fines and fees are established.

1. Overdue Fines. Fines for an overdue item are calculated automatically by the system the moment the item is checked in. The system calculates a one-week “grace period” and so an item returned within a week of its due date will not be assessed an overdue fine. If an item is not returned within the “grace period”, an overdue fine is charged for the entire overdue period as follows:

Adult patron	.30 per day
Juvenile patron	.15 per day

A maximum fine charged for each item is set not to exceed 20 days overdue.

2. Damaged/Lost Materials. Items returned in damaged condition are assessed a damage fee depending on the extent of the damage, up to the full-price replacement cost. Lost items – including those reported as lost by patrons or items more than 20 days overdue – are also assessed at their full-price replacement cost.

3. Interlibrary Loan Fees. A processing fee of \$2.00 and actual postage cost is charged for each item.

4. Suspension of Privileges. Checkout and Internet privileges are suspended for patrons when their unpaid fines and fees charges reach \$10.00.