

# **CLINTONVILLE PUBLIC LIBRARY**

## **CIRCULATION POLICY**

Date of Board Approval: September 14, 2023

Prior Date of Review and Approval: August 12, 2021

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### Circulation Policy

Anyone can get a library card. Library cards are free of charge.

#### **Verification**

Photo ID and proof of current address are required to obtain a library card.

Photo identification may include, but not limited to, a driver's license, state ID, tribal ID or student ID. Proof of address may include, but not limited to, mortgage/rental papers, utility bill or printed checks.

#### **Juvenile Cards**

Parents or legal guardians must be present when children (18 years and younger) apply for a card. The parent or legal guardian's identification serves as proof of address for the child.

#### **Community Cards**

Community cards are available for patrons in a temporary living situation and have a lower checkout limit.

#### **Renewing a Card**

All library cards expire after 1 year.

#### **Lost Cards**

The Library must be contacted immediately if a card is lost or stolen.

#### **Borrowing Privileges**

Loan periods and limits on checkout are:

<b>Format</b>	<b>Loan Period</b>
DVDs, Videogames	14 days
Music CDs, Periodicals	14 days
Books, Audiobooks, Software	28 days
Equipment	Up to 7 days
Pamphlets	Do Not Circulate

Cardholders may have a maximum of 150 items out at one time although some formats may have smaller limits.

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Library borrowing and computer privileges are withheld when more than \$5 is owed on the account.

### **Renewals**

Items may be renewed three times if there is no reserve on the item. Renewals can be made in person with a current library card, by phone or on-line through the Infosoup catalog.

### **Holds**

Materials that are not currently available may be requested in-person, by phone, or online through the Infosoup catalog. Patrons will be notified when the material is available by phone, e-mail or text. The library card which was used to place the hold, must be produced in order to pick-up the hold at the library.

### **Library Card Unavailable**

Checking out without a library card is permissible if the patron can provide a picture ID .

### **Fines**

All Clintonville accounts and materials will not be charged overdue fines. \*

\*The following fines may be charged:

- Materials belonging to other libraries will still have overdue fines assessed.
- All items that are damaged will still be charged for repair or replacement.
- All items that are long overdue will be assumed lost, and a bill will be sent for replacement.

### **Damages**

The patron must pay for the replacement cost of damaged items. Identical replacement items may be pre-approved at the discretion of the Library Director. Damage may include, but not limited to, broken or missing media case, missing barcode, missing pieces, liquid damage, torn pages, or markings. Charges for damages will be at the discretion of the Library Director.

### **Lost Items**

The list price will be charged for all lost items.

Refunds will be issued if a paid item is returned, dependent on condition of item.