



Category: Policies and Procedures

Title: Patron Policy: Library Card

Original Date: January 6, 2008

Revised Date: July 17, 2023

Policy: Library Card

Procedure:

Application for a Library Card:

Patrons wanting a library card must fill out a Library Card Application and have a photo Id with their current address listed on it. This can be a Driver's License, passport, military id, or nondrivers license. Those without a photo Id for religious reasons such as the Amish will be given a library card at the Library Directors discretion. Those without an updated address on their ID must also show proof of residence by bringing in a piece of mail such as a utility bill or telephone bill. Minors wanting a library card must be six years or older, able to print their own name, understand the basics of library fundamentals, and a parent/guardian sign the Library Card Application and the Informed Consent for Minors form.

Loan Period:

The regular loan period for books, magazines, and all other library materials will be three weeks except for DVDs which can be checked out for one week.

Renewals:

All items can be renewed up to three times if the item is not on hold for another patron.

Limits:

There is a limit of ten items per household with up to five of the ten items being DVDs.

Fines:



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Patrons are responsible for the materials lent to them on their library card account. Prompt return is expected for all items. The fine for DVDs is one dollar daily and all other items are ten cents per day. Failure to return items after ninety days may result in the suspension of all library privileges.

Overdue:

Overdue items must be returned, and late fees paid before additional items can be checked out or before patrons can access the onsite computers.

Lost Items:

Once an item has been overdue for two months it will automatically be rolled over to LOST status by the computer system. The patron is then responsible for the full replacement cost of the item plus a five-dollar processing fee.

Damaged Items:

Patrons returning items that are deemed damaged, unsalvageable, or infested beyond use will be charged for the full replacement cost of the item plus a five-dollar processing fee.

Repeated Damage/Overdue:

Patrons with repeated damage or overdues will be denied further library card privileges.

Amnesty:

A waiver on fees for a determined amount of time by the Library Director may be made during National Library Week, unscheduled closures due to weather or emergency closures, and at various times selected by the Director for all patrons or for select patrons.