

## **CIRCULATION POLICY**

### **A. Registration**

All borrowers must be registered and must have a valid local or system patron card to borrow library materials.

Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance:

*I apply for a library card to use at Shepherdstown Public Library. I will follow library rules in borrowing and using library materials.*

Identification and proof of local mailing address are required. [A driver's license or student ID will be preferred; however, any other official ID or recent non-personal piece of mail may be acceptable.]

Applicants from 5 to 14 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards.

Materials cannot be checked out until a library card is issued. All library cards expire after approximately 3 years, or, in the case of Shepherd University students, every April.

### **B. Lost or forgotten cards**

If a patron loses his/her library card, s/he should notify the library as soon as possible and request a replacement. All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items, however if they do not, they will not be denied checkout privileges.

### **C. Loan periods**

1. All materials except adult magazines may be checked out for 3 weeks.
2. Magazines may be checked out for 1 week but not the current issue.
3. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight to patrons in good standing.
4. Interlibrary loans are due by the date indicated by the lending library.
5. Books may be renewed twice if there is not a waiting list for the title.
6. Periodicals do circulate and may not be renewed.

The director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer software.

There is a 30-item system-generated limit on the number of items a patron can borrow at one time, except for audio books and DVDs, which may be checked out 5 at a time. This may be overridden in certain circumstances (such as illness, travel, etc.)

**D. Holds**

Holds may be placed by patrons either in person, over the phone or via the library website. Patrons will be notified by telephone or email when the materials are available. There is no charge to the patron for placing a reserve.

**E. Fines and charges**

There is a \$.10 per day fine for overdue materials after 1 grace day. A first notice is sent after the material is due. If the material is not returned within a designated period, a second notice will be sent for the material with the cost of replacement of the material and a service charge for processing, cataloging and postage. After the third notice, patrons will be sent a bill for replacement of the item plus all extra charges mentioned above. Patrons who have been sent a fifth and final overdue notice shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged.

Every Friday is fine-free, as are Library Week, the weeks between Christmas and New Year's, and a TBA week in August.

**F. Damaged materials**

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. A notice of these charges will be sent to the borrower (see "Damaged Item Letter to Patron"). If requested, and after deaccessioning the item, the patron may keep the damaged item.