

# TEINERT MEMORIAL LIBRARY

## Circulation Policy

APPROVED BY	DATE
Teinert Memorial Library Board	November 09, 2022
Bartlett City Council	November 14, 2022

### Patron Registration

1. City of Bartlett Residents: Library cards are free to all residents of the City of Bartlett. Proof of residency is required. Post Office boxes cannot be used as proof of residence in the City of Bartlett. Proof of residency may include but is not limited to:
  - a. Valid driver's license
  - b. Water or utility bill with picture ID
  - c. Personal check with picture ID
  - d. Lease agreement with picture ID
  - e. Other proof of residence as determined by the Library Board.
2. Out of Town Residents: Persons living outside the City of Bartlett limits may receive a library card by:
  - a. Presenting a valid form of identification & proof of residence.
  - b. Paying a fee of \$5 per year for an individual card.
  - c. Paying a fee of \$10 for a family card – each family member will be able to receive a library card and will be allowed to check out 5 books each.

***The fees for out-of-town residents will be waived until a later date, to be determined by the Library Board. This decision is made to help increase the use and patronage of the library after being closed for so long. Once the library is established again, widely used and supported, the board will revisit any fees assessed for out-of-town library patrons.***

3. Juvenile Registration: Juveniles of any age are eligible for an individual card. A parent or legal guardian must sign their child's registration form (under 16) and provide proof of residency at that time. The child must be present to receive a library card. The adult signing the child's card registration is responsible for all materials checked out with that card and is responsible for all lost or damaged materials and for any fines incurred.
4. Student Registration: All students attending a school in the City of Bartlett are eligible to receive a Teinert Memorial Library card without a fee. This includes students enrolled and attending public schools and registered private schools.
5. City of Bartlett Employees: Current Employees of the City of Bartlett may receive a Teinert Memorial Library card without fee if they reside outside of the city limits.
6. Institutional Cards: Individuals are encouraged to obtain their own personal library card. Institutional library cards are issued at the discretion of the Library Board. The following is required for an institutional library card:
  - a. The institution is physically located within the City of Bartlett limits.

- b. The legal head of the institution must agree to accept responsibility for fines, fees, damage, lost materials, etc.
  - c. The institution must provide a letter of agreement on official letterhead or stationery.
7. Card Renewal: All resident library cards are issued for a one-year period.
- a. To renew a card, all fines and all other debts must be paid in full.
  - b. All cards may be renewed using the same eligibility criteria for acquiring a new card.
  - c. Minor children's cards will be renewed without having parent or guardian sign again.
  - d. Adult patrons must verify registration information. Changes in residency require new proof of residency.
  - e. If out of town, you must pay an annual fee for a card.
  - f. The library will make accommodation for those with health conditions that keep them from visiting the library in person, or for other reasons as determined by the Library Board.
8. Replacement Cards: Library cardholders are encouraged to keep their library card secure. Should a library card become lost or stolen, it is the responsibility of the card holder to notify the library immediately. There is a charge for replacement cards:
- a. \$2.00 for the first replacement
  - b. \$5.00 for each subsequent replacement card

### **Patron Responsibilities**

All Teinert Memorial Library cardholders agree to comply with library rules and regulations, to pay all fines, to make good any loss or injury to books incurred by the cardholder, and to give immediate notice of any change of residence. Guardians of juveniles who signed for a child's card assume responsibility for the child's card. Cardholders may not avoid responsibility for overdue fines and other fees, or costs incurred by using a family member's card. Habitual or severe abuse of library policies, non-payment of fines, fees and other abuses may result in denial of library services, as determined by the Library Board.

### **Circulation of Library Materials**

1. Card Use
  - a. Library materials may not be checked out until a library card is issued.
  - b. Library cards must be presented to check out materials.
2. Loan Periods
  - a. Materials will be checked out for varied periods of time established by the Library Board. Limitations on the number of materials loaned per transaction or per patron may be established by the Library Board to protect valuable materials and assure their availability to other borrowers.
  - b. Interlibrary loan materials are due by the date indicated on check out slip.
3. Circulation Limits:
  - a. Non-circulating materials, reference materials, periodicals, archive materials, and other materials as determined by the Library Board are not available for check-out.
  - b. Items per library card – an individual may have 5 items at a time checked out on their library card. Institutional cards have checkout limits as determined by the Library Board (I.e.: Will-O-Bell).

- c. DVDs. An individual may have 3 DVDs checked out on their card at a time.
  - d. Other limits. When determined by the Library Board, specific titles, authors, subjects, or special collections may be limited due to high demand or other reasons.
4. Renewals. Library materials may be renewed in person, phone, or email. Presentation of a library card is not required for renewal of materials. Most materials may be renewed up to 4 times. Items that are reserved for other patrons may not be renewed. Certain items, such as DVDs, etc., cannot be renewed.
  5. Reserves. Materials may be reserved in person, phone, or email. People will be notified when the item becomes available. Reserves have the same restrictions as limits on circulation (see #3 above). Patrons who regularly fail to pick up their reserves may be blocked from this service.

### **Fines and Fees**

1. Overdue Fines: \$0.10 per day, per item, with a maximum fine of \$5.00 per overdue item. Notice may be sent in 1 week after material is due. If the material is not returned within one month, a bill will be sent for the cost of the item. If the materials are returned undamaged, the fines will be waived from the account.
2. Lost or Damaged Materials: Library patrons are responsible for all library materials checked out to their account and will be held liable for any losses or damage to library materials while checked out to them. The library will not charge for normal wear of library materials.
  - a. If the materials are lost, the patron will be charged the cost to replace the materials.
  - b. If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the cost of the item. The item may then become the property of the individual.
  - c. A \$5.00 processing fee will be charged for each library material damaged beyond repair or lost by the patron. This \$5.00 processing is not refundable should the item be returned at a later date.
  - d. If the item can be repaired or is still useable, a reduced fee may be charged at the Library Board's discretion.
3. Loss of Borrowing Privileges. Patrons with lost or damaged materials or with fines that exceed \$5.00 may not check out materials until records are cleared.