RICHLAND PUBLIC LIBRARY

CIRCULATION POLICIES

The purpose of the library's circulation policy is to make the best possible use of the library's collection by the greatest number of borrowers.

LIBRARY USAGE

The Richland Public Library Board welcomes the use of the Richland Public Library by individuals of all ages to support their personal, educational, and professional needs. Library cards, with borrowing privileges, will be issued to Richland residents without charge. Applicants who do not live inside the Richland city limits may be required to purchase a non-resident library borrower's card. The Library Board has determined several categories of patrons that are exempt from the charges. Refer to the official Non-Resident Borrowers Policy for the exact wording of the policy.

CHECK-OUT PRIVILEGES

A patron must present his/her own Richland Public Library borrower's card in order to check out library materials. If the patron is under 18 and has no identification, the identification of a physically present parent may be accepted. Patrons who have lost their library card must get a replacement card. (See: Fee Schedule)

Applicants who request a library borrower's card from the Richland Public Library must show photo identification that includes verification of current address. Examples of acceptable current street identification are: a valid driver's license, printed checks, a utility bill, or a current receipt showing the applicant's current address. Examples of acceptable photo identification are: driver's license, employee badge, military identification, credit card, passport or student body card. Non-resident patrons must either pay the fee or show valid proof of their exempt status. Examples of acceptable proof of exempt status for non-residents are: property tax receipt, tuition receipt or current student body card, teaching certificate, business license.

By signing the application form the applicant agrees to:

(1) be responsible for all use made of the library borrower's card,
(2) obey the rules and regulations of the Richland Public Library,
(3) promptly pay all fines and/or other charges incurred,
(4) provide timely notification to the Richland Public Library of any change of address.

Children under 18 years of age must have their parent's signature and proof of address to apply for a library borrower's card.

A parent's signature on a child's application form constitutes his\her permission for the child to have a borrower's card, and signifies a willingness to assume financial responsibility for all material checked out on the child's borrower's card.

See "Confidentiality of Library Records" Policy.

Lost library borrower's cards can be replaced for a charge. (See: Fee Schedule) The new borrower's card will be issued under the same barcode number as the lost borrower's card.

Once a year, patron accounts that have been expired for at least three years and have a balance owing of $5.00 or less will be purged from the database.

SUSPENSION OF CHECK-OUT PRIVILEGES

Check-out privileges are suspended when a patron has overdue material or fines exceeding $5.00 posted to his\her card number. Privileges will only be resumed when all overdue materials are returned and any fines or charges are paid.

CIRCULATING MATERIALS

A: Three-Week Checkout Period. Most library materials may be checked out for three weeks. The day following the due date the material will be classified as "overdue" and an overdue notice will be generated as specified under the heading, "OVERDUE NOTIFICATION AND OVERDUE CHARGES".

There are no limits on the number of items that can be checked out per borrower's card. However, during periods of high demand on non-fiction materials, the librarian may choose to set temporary limits on the number of books with the same first five digits of the call number, or assign certain materials a temporary reference status. This designation would permit library use only of those materials.

B. One-Week Check-Out Period. High Demand books, videos, and DVDs may be checked out for one week. The current periodical issue will be for in-library use only. Bound periodicals will remain reference only. The day following the due date the material will be classified as "overdue". Overdue notices will be generated as specified under the heading, "OVERDUE NOTIFICATION AND OVERDUE FEES".

HOLDS MATERIALS

All circulating items may be reserved. The patron will be notified when the item is available.

RENEWALS

All items may be renewed two times by phone, in person, or by the patron over the Internet. An item that has a reserve on it may not be renewed**.** Long overdue items that have been sent to Collections may not be renewed.

SPECIAL LOANS OF REFERENCE MATERIALS

Reference materials are for use in the library; however, at the discretion of the librarian on duty and at the request of a patron, these materials may be checked out overnight. The material must be returned before the library opens the next day.

INTERLIBRARY LOAN ITEMS

Incoming Interlibrary Loan Materials

A patron may request material through an Interlibrary Loan when the material is not available at the Richland Public Library.

There will be an Interlibrary Loan fee on all requests, see “Fee Schedule”. The patron will be responsible for all loan charges even if the patron cancels the request for the Interlibrary Loan or does not pick it up after notification. If the lending library charges Richland Public Library, these charges will be passed on to the patron with prior patron approval. If a patron wants a rush order, they will have to pay any additional charges for the item by the lending library.

Outgoing Interlibrary Loan Materials

All materials except for reference materials, entire issues of periodicals, all audiovisual formats and books categorized as “NEW” are available for interlibrary loan.

Materials will be checked out to other libraries for a four-week use period with one renewal allowed.

There are no charges for loaned material.

DATE DUE NOTIFICATION

A receipt is given at the time of Check-Out.

LOST MATERIALS

Lost materials will be handled the same as Longoverdue Materials.

DAMAGED MATERIALS

Patrons will be held responsible for costs of repairing or replacing damaged materials. Charges for replacing damaged materials will be the same as above for lost materials. (See: Fee Schedule)

OVERDUE NOTIFICATION AND OVERDUE FEES

OVERDUE NOTICE

When library material is classified as overdue, a notice will be sent at one week after due date informing the patron that the item is overdue and that check out privileges are suspended until the item is returned. A daily overdue fee (see: Fee Schedule) will be assessed for each item that is declared overdue. Overdue fees will not exceed the fine limit. This notice will also inform the patron that, if after an additional twenty-eight days the material is not returned or paid for, the matter will be turned over to the collection agency for appropriate action.

CLAIMS RETURNED

When a patron notifies the circulation staff that he/she has returned materials that are classified as overdue, the staff will change the status of the material to ‘claims returned’. The patron is asked to continue to search for the material. The library will continue to monitor the claim for three years. If a ‘claims returned’ item is found and returned to the library, the patron will be responsible for overdue fees from the due date of the material until the date the item was claimed returned. The overdue charges will not exceed the fine limit. At the end of the three years, if the material has not been found it will be withdrawn from the library's collection. After three ‘claims returned’ incidents for any one patron within the three year time frame borrowing privileges will be suspended until the patron has conferred with the Circulation Supervisor or the Operations Supervisor.

LONGOVERDUE MATERIALS

A patron is responsible for all materials charged to his\her borrower’s card. A book is declared "longoverdue" 45 days after it is marked as overdue. If items are longoverdue,

the patron will be billed for replacement costs. The replacement charge will reflect the current cost of the material plus the cost of processing the material for library usage. A patron may replace longoverdue material with like material of equal or higher quality with approval of the Collection Development Librarian, Children's Librarian, or Library Manager. The patron is also responsible for the processing fee. (See: Fee Schedule)

Longoverdue material that has been paid for by the patron will remain on the system for one year. After one year, the holding will be deleted from the system. In order to get a refund for an item that has been paid for, the patron must bring the material into the library and request a refund from the circulation staff. The refund will be the price of the item. The processing fee is a non-refundable fee. No refunds will be given after one year.

Longoverdue material not paid for will remain on the system and on the patron's record indefinitely.

Any exceptions to the above procedures will only be at the discretion of the Library Manager.

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