

**CHICKASHA PUBLIC LIBRARY  
CIRCULATION POLICY  
January 2021**

**LIBRARY CARDS:** The Library will issue a free library card and library borrowing privileges to any individual 6 years of age or older who resides in Grady County, has a Grady County mailing address, works in Grady County or attends school in Grady County. Persons who reside outside of Grady County may purchase a library card for \$25 annually. Replacement charge for lost cards will be 50¢ each.

**IDENTIFICATION:** Each person requesting a card shall show proof of identity with a photo ID such as a driver's license, school ID, military ID, and proof of current mailing address. In the case of a child, a parent's ID will be required. Each customer will be given a library card with a random number. Persons must present their library card or alternate ID, such as driver's license or school ID, to borrow materials. In lieu of a library card or alternate ID, patrons may checkout if they can answer security questions.

**LIBRARY MATERIALS:** Circulating books and audiobooks may be checked out for two weeks. Customers may renew these items twice unless others are waiting. Renewals may be made in person or by telephone or by accessing one's account via the Library's webpage. DVDs may be checked out for 7 days and may not be renewed.

Magazines may be checked out for two weeks, except for the current issue, which must be used in the Library. Newspapers do not circulate.

If a customer requests a book which the Library does not have, the Library may either purchase the book if it meets the criteria of the Materials Selection Policy or borrow it from another library if it is available. The customer will be responsible for any Overdue Fine incurred or, in the event of a lost item, the replacement cost charged by the lending library.

**RESERVE BOOK SERVICE:** Customers who request a book which is checked out may have the book put on reserve. The customer will be notified when the book is available, and it will be held at the circulation desk for three days after notification is made. Customers who cannot be notified by phone or email will be notified by mail that we were unable to contact them, and the book will be held at the circulation desk for seven days from the date the notice is mailed if no one else is waiting for that book. If someone else is waiting for that book it will be reserved for the next customer on the list and the person who is notified by mail will be informed that they may contact us and request it again. If a book is not picked up it is returned to the stacks or reserved for the next customer on the list.

**OVERDUE FINES:** Overdue Fines accrue at the rate of 20¢ per day per item excluding Sundays and holidays and begin after a three-day grace period. Overdue Fines accumulate on each overdue book until the book is returned, until the Library is informed that it is lost, (see Lost or Damaged Materials), or until items are 125 days overdue, at which time they will be considered Lost. No person may check out materials if his/her Overdue Fines/other charges exceed \$6.00.

In lieu of paying an Overdue Fine, a customer may volunteer for assigned tasks at the Library. For every one-hour volunteered, the Library will reduce the Overdue Fine balance by \$7.00. Volunteer schedules must be mutually agreed upon by the staff and the customer. Children under ten years of age must be accompanied by a parent and may not volunteer for more than one hour at a time.

**OVERDUE NOTICES:** As a courtesy to customers, the Chickasha Public Library will notify cardholders regarding the overdue status of Library materials in their care as well as overdue fines and/or replacement charges pending as a result of their Library usage.

The overdue notice schedule is as follows:

- First Notice (after 7 days overdue): Notice informing customers of their overdue items.
- Second Notice (after 28 days overdue): Notice with an estimated cost of overdue items.
- Bill Notice (after 80 days overdue): Notice that includes a copy of the City's Library theft law and itemized, estimated cost of overdue items.

**LOST or MUTILATED MATERIALS:** If library materials are lost or damaged beyond repair, the customer is charged a standard replacement cost in addition to any Overdue Fines owed. Replacement charges are as follows:

- Hardbacks - \$25.00
- Paperbacks - \$10.00
- Easy paperbacks/Board books - \$5.00
- Readers - \$10
- Books on CD - \$75.00 for unabridged and \$20.00 for abridged.
- Playaways - \$75.00
- DVDs - \$20.00
- Magazines - \$2.00
- Kits – cost will be per item lost according to the material type

If a damaged item can be repaired, it will be done at no cost to the customer. No refunds will be given for lost material payments. If a customer willfully and intentionally destroys library materials, he/she will be banned from checking out materials for one year.

**AMNESTY:** The Library may have amnesty periods from time to time.