

# CHICKASHA PUBLIC LIBRARY

## CIRCULATION POLICY

July 2022

**LIBRARY CARDS:** The Library will issue a free library card and library borrowing privileges to any individual 4 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 \$25.00 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, or tribal ID, and proof of current mailing address. In the case of a child, a legal guardian'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. On occasional occurrences in lieu of a library card or alternate ID, patrons may check out items by answering previously arranged security questions.

**LIBRARY MATERIALS:** Circulating items may be checked out for two weeks. Customers may renew these items twice unless a hold is in place. Renewals may be made in person, by telephone or by accessing one's account via the Library's webpage.

A maximum of 20 items may be checked out by a single customer at one time.

Current magazine issues must be used in the Library. Newspapers do not circulate.

**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 item until the item is returned, until the Library is informed that it is lost, (see Lost or Damaged Materials), or until item is 90 days overdue, at which time it 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 by email (if email is unavailable then a paper notice will be mailed) 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. Failure to receive notice of an overdue item from the Library does not negate its fines.

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 60 days overdue): Notice that includes a copy of the City's Library theft law and itemized and estimated cost of overdue items.

If items are kept longer than 90 days, they will be considered lost. \*See "LOST or MUTILATED ITEMS" below for details of procedure. \*

**REQUESTS:** If a customer requests a material which the Library does not have, the Library may either purchase the material if it meets the criteria of the Materials Selection Policy, or borrow it from another library if it is available. The customer will be alerted upon the material's arrival. At this point the item will be placed on reserve for the requesting customer. \*See "RESERVE SERVICE" below for details of procedure.\*

**INTERLIBRARY LOANS:** If the Library chooses to borrow a requested item from another library the customer will be alerted to the item's arrival and it will be held for the customer up to seven days. If the customer fails to pick up the item during this time, the item or items will be sent back to the lending library. In the event this circumstance happens three times within a year, that customer will not be allowed to request an interlibrary loan for a full year from the date of the third offense. The customer is responsible for any overdue fines incurred, or, in the event of a lost item, the replacement cost charged by the lending library.

Customers will be allowed to borrow up to 20 items per year from a lending library for free. The item count per customer will reset every January. If a customer has borrowed their 20 items for the year and would like to borrow more items before the count is reset in January, the customer will be required to pay a \$3.00 shipping and processing fee per item requested. No more than 5 items may be borrowed as interlibrary loans at a time.

**RESERVE SERVICE:** Customers who request an item which is checked out may have the item put on reserve. The customer will be notified when the item is available, and it will be held at the circulation desk for no fewer than 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 item will be held at the circulation desk for seven days from the date the notice is mailed. However, if someone else is waiting for that item, it will be reserved for the next customer on the list on the day the mailed notice is sent. The person who is notified by mail will be informed that they may contact us and request it again. If an item is not picked up within three days of a successful notice, it is returned to circulating status or reserved for the next customer on the list.

**LOST or MUTILATED MATERIALS:** If library items are lost or damaged beyond repair, the customer is charged the cost of the item as it appears in the circulation system plus \$5 for processing of each item. If the record does not contain a cost, then the fee will be according to item type as follows:

Replacement charges are as follows:

- \$15 Children's Picture Books, Children's nonfiction. Children's Fiction, Children's Graphic Novels
- \$5 Readers, Board books, Easy paperbacks, Kits (the small reading kits and read-a-longs), and Children's DVDs
- Book Club Kits with multiple books will be per item, costs dependent on the item type
- \$50 Playaways, Wonderbooks
- \$20 Adult hardbacks, Teen hardbacks, Adult Graphic Novels, Teen Graphic Novels and Mangas
- \$10 Adult paperbacks, Teen paperbacks
- \$50 for Playaway's
- \$25 for books on CDs
- \$5 DVDs
- \$2 for magazines

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:** Occasionally, the Library may offer a designated time of amnesty when accrued, overdue fines will be waived. For example, the Library has had a program called Food For Fines. During this program in the month of December, fines could be waived when a patron brings in non-perishable food which the Library then donates to the local food pantry. The Library does not promise to offer amnesty on a regular basis.