

## CIRCULATION POLICY

### PATRON REGISTRATION

City of Converse Residents, Property Owners and Business Owners. Library cards are free to all residents, property owners, and business owners who own a business within the City of Converse.

Proof of residency or ownership is required. Post office boxes cannot be used as proof. Proof may include but is not limited to:

1. Valid driver's license
2. Water or Utility Bill and a picture ID
3. Personal Check and a picture ID
4. Lease agreement and a picture ID
5. Other proof of residence as determined by the Library Director.

Out of Town Residents. Persons living outside the City of Converse limits may receive a Library card by:

1. Presenting a valid form of identification & proof of residence
2. Paying a fee as indicated on Library Schedule of Fees

Juvenile Registration. Juveniles that can sign their first and last name are eligible for an individual card. A parent or legal guardian must sign their child's registration form (under 18) 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.

City of Converse Employees. Current employees of the City of Converse may receive a Library card without fee regardless of where they live.

### CARD RENEWAL

Library cards are issued for a one-year period.

1. To renew a card, all fines and all other debts must be paid in full.
2. Children's cards will be renewed without having parent or guardian sign again.
3. Patrons must verify registration information. Changes in residency require new proof of residency.
4. If outside of Converse city limits, must pay annual fee for card.

## 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 cardholder to notify the Library immediately. There is a charge for replacement cards of \$5.00 for the replacement.

## PATRON RESPONSIBILITIES

All Converse Public 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 sign for a child's card assume responsibility for the child's card. Cardholders may not avoid responsibility for overdue fines and other incurred fees or costs 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 Director.

## CIRCULATION OF LIBRARY MATERIALS

1. Library materials may not be checked out until a library card is issued.
2. Loan periods:
  - a. Generally, circulating library materials are checked out for a 21-day period, the exception being movies which are checked out for a 7-day period, and series DVDs which are checked out for a 14-day period.
  - b. Materials may be renewed 1 time, providing there is not a waiting list.
  - c. Interlibrary loan materials are due by the date indicated on check out slip.
  - d. The Library Director determines all other or special loan periods.
3. Circulation Limits:
  - a. Non-circulating Materials. Reference materials, periodicals, archives materials, and other materials as determined by the Library Director are not available for check out.
  - b. Items Per Library Card. An individual may have 10 items at a time checked out on their library card, 3 of which may be DVDs.
  - c. New Library Card. During the first check out, a patron may check out 2 books. After returning items on time, full circulation privileges are available.
  - d. Other Limits. When determined by the Library staff, 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, online by logging into your account, or e-mail. Presentation of a Library card is not required for renewal of materials. Items that are on reserve for other patrons may not be renewed.
5. Reserves. Materials may be reserved in person, phone, online, or e-mail. Persons will be notified when the item becomes available.

## OVERDUE, DAMAGED, AND LOST MATERIAL

1. Overdue Fines on all materials: 25¢ per day, per item, with a maximum fine of \$2.00 per overdue item. Notification may be made regarding overdue materials 1 week after the material is due and again at regular intervals if not returned. When items continue to remain unreturned, Unique Management collections will pursue collections and/or return of materials.
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 or they may choose to find and secure a replacement, the identical item in excellent condition.
  - 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 then becomes the property of the individual.
3. Loss of Library Privileges. Patrons with lost or damaged materials or with fines that exceed \$10.00 may not check out materials until records are cleared.
4. Excessive continual late returns, damaged material, or lost materials will cause the patron account to be suspended.