

McLean County Public Library

Circulation Policy and Procedure

Registration of Customers

All residents of McLean County are eligible for a patron card and are encouraged to become customers of the public library. This privilege extends to those owning property and/or employed in McLean County. All patrons receiving a McLean County Public Library (MCPL) card will also receive copies of this Circulation Policy, Patron Behavior Policy, Computer Use Policy and the Unattended Child Policy and will be asked to sign a signature card stating they have received and understand the above mentioned policies.

In order to receive a card, proof of residence must be established by providing one of the following:

- Valid Driver's License
- Current property tax receipt
- Utility bill dated within the last month

The library discourages customers from allowing others to check out materials on his/her library card. However, if a customer presents another customer's library card to check out materials, staff members will assume that permission has been granted for the use of that card unless the card has been reported lost or stolen. Liability for misuse may be avoided by reporting lost or stolen cards immediately. Records should be kept current by informing the library of any changes in personal information. Library cards must be presented each time a customer wishes to check out materials. **The first card is free, replacement cards are \$1.00 each.**

Juvenile cards

Parents must sign a statement of responsibility for children under the age of eight (8). This includes a signature card stating the cardholder has been given copies of the MCPL Patron Behavior Policy, the MCPL Circulation Policy and the MCPL Computer Use policy, as well as the MCPL Unattended Child Policy. **Signing the library card and the above mentioned signature card means the customer agrees to assume responsibility for all who make use of their library card, pay all fines and/or other charges incurred, notify the library of any change of address, inform the library if the card is lost or stolen, and comply with Rules of Conduct when visiting the McLean County Public Library.**

Checkout period

The checkout period for books, audiobooks and graphic novels is two weeks, with a limit of five (5) items at the initial visit. Thereafter, the limit will be ten (10) items to any one individual at a time.

The checkout period for DVD's, VHS tapes, CD's and games is **THREE DAYS** per customer, with a limit of five of these items checked out at one time. The borrower must pay any charges for late return, damage, or loss. Loss or damage shall be replacement cost of the video/DVD. The borrower is responsible for rewinding. Videos/DVD's may not be used for commercial purposes and no admission may be charged. Customers wishing videos/DVD's with public performance rights will be referred to the KDLA Film and Video Catalogue.

Library privileges will be revoked if overdue materials are not returned after receipt of second notice or if lost materials are not paid for.

Materials that have a reserve list may not be renewed.

A customer must be a registered borrower before materials may be checked out.

Teacher policy

Teachers will be responsible for books checked out by students if they come as a class.

Overdue Policy

Upon written notification by the library to return library materials, any willful failure to return library materials after such notice will give rise to presumption of intent to deprive the library of its property and is subject to prosecution under KRS 514.030.

An overdue fine of five (5) cents per day per book will be levied.

Reserve Request

There is a restriction of 5 reserve requests held for any one person at one time unless the requests become a problem. A circulation staff member will try for two (2) days to notify a customer that the book is here. If the reserve book is not picked up within three (3) days after notification, it will be taken off reserve and returned to the shelf or given to the next customer on the reserve list.

Renewals

Renewals may be made in person or by telephone. Books, audiocassettes, or videocassettes may be renewed twice, as long as there are no requests for the materials. New books (in the collection three (3) months or less) may be renewed once if there are no requests for the items.

Lost or Damaged Books/Materials

Materials lost or damaged beyond reasonable repair by customers, or while in their care, must be paid for according to the latest replacement price, found either on the shelf list or in Books in Print (BIP). If the title cannot be found in either, refer to the director for an estimate.

Money paid for a lost item will be reimbursed minus the maximum fine charge upon the return of the item provided a receipt is shown by the customer or library records show proof of payment.

A note containing amount paid, date paid, person's name, and reason for payment (lost, damaged, etc.) are marked in the computer until a decision is made whether to reorder item.

A decision is made at this time to replace, update, or withdraw the item.

Interlibrary Loan

The library encourages the use of Interlibrary Loan (ILL), as this is an efficient, cost-saving way to address specific but limited patron interest. Staff is encouraged to suggest ILL to customers when it is appropriate. Staff should inform customers of the library's ability to borrow materials for them from other libraries rather than using the term "Interlibrary Loan," since the customer does not always understand this jargon.

Materials borrowed through ILL are due according to the date set by the lending library. Renewals will be at the discretion of the lending library. Lost or damaged ILL materials may also carry a processing fee in addition to the replacement cost of the item(s); this is also determined by the lending library.

Occasionally items may be borrowed through ILL for in-library use only. The lending library will determine if its materials are not for circulation, and the McLean County Public Library will honor their request, requiring such items to be used at the library only.

The branches and outreach services are also encouraged to use ILL with their respective customers.

Items received through ILL are marked accordingly, with a paper "sleeve" around the front cover. This sleeve will indicate when the book is due to be returned to the McLean County Public Library rather than the date due back to the lending library. This date will allow time for the staff to process the book for return and transport time through the mail, approximately one week.

Return postage will be charged to any customer failing to pick up requested ILL items.