

The primary function of this policy is to effect the circulation of materials as fairly and efficiently as possible. The Aram Public Library enforces policy decisions to make materials readily available, provide maximum use of the materials collection, facilitate requests for materials and provide uniform policy for the retrieval of overdue materials.

The Aram Public Library provides equality and freedom of access to information and ideas unimpeded by social, cultural, economic, geographic or technological constraints. Therefore, it is not the Library's responsibility nor in its best interest to limit access to materials to anyone at any age. The Library believes that individuals have the freedom to choose their own materials; it is the right and obligation of parents or caregivers to develop, interpret and maintain their own values in their families. Appropriateness of materials lies with each family and each patron.

### **Borrower's Cards and Patron Accounts**

Library patrons who wish to borrow items must apply for and obtain a library borrower's card.

- Adult applicants for a library card must complete and sign the application form, which includes the statement of responsibility for materials borrowed, and must also sign the library card which has as well the statement of responsibility. Signatures must be executed in the presence of a library employee.
- A parent or legal guardian must sign the application form for children under the age of eighteen, and are responsible for fees or charges incurred by their children. The child must sign the card itself. The parent or legal guardian must provide a proper ID to be entered into the database for the child. Should the parent or legal guardian possess a library card with suspended status, the minor child will be issued a restricted card until such time as the parent's card is restored to "ok" status.
- Applications for a specialized library card must be submitted by an authorized officer of an organization, a teacher, a caregiver, etc., who must sign the application form and the library card in the presence of a library employee. The signer assumes full financial responsibility for all materials borrowed on the card. Examples of specialized library cards are given in the registration policy.
- An account is established for each cardholder. It is the cardholder's responsibility to keep the account current in terms of loans, address, phone number, and email address. Cardholders may check the status of their accounts regarding checkouts, renewals, holds, fines, and overdue items by logging into the SHARE catalog with their library card number. A PIN number is required to check account status online. Cardholders may also phone a service desk during normal library hours of operation.

### **Borrowing Privileges – Rights and Limitations**

The issuance of a library card entitles the cardholder to borrow any material from the library's circulating collection. The cardholder is also entitled to any special services the library may offer such as computer use and interlibrary loan. Child and specialized cardholders may have specific limitations on the use of their card.

- Library cards are nontransferable between individuals including between family members.

- Library cardholders may designate people to retrieve interlibrary loans and holds from the library. The designated person must present the library card to receive the items.
- Caregivers who wish to borrow items for those under their care who are physically unable to reach the library on their own must use either an institutional card or the caregiver's personal card.

### **Loan periods**

- A twenty-one day loan period applies to most library materials. New Adult Fiction circulates for fourteen days. DVDs circulate for seven to fourteen days, depending on the number of disks.
- Reference materials, microfilm reels, and newspapers do not circulate.
- Items may be renewed up to six times for the same length of time as the original loan period unless the item has been reserved by another person. Interlibrary loan materials generally cannot be renewed.
- Persons wishing to use an item that is checked out or owned by another library in the SHARE consortium may place a hold on the item if they have a card from a SHARE library.
- Persons wishing to borrow items not owned by a SHARE consortium member library may place requests through interlibrary loan at the service desk if they have a SHARE library card.
- The owning library determines the loan period for materials acquired through the SHARE consortium or through interlibrary Loan.

### **Due Dates**

- Borrowers are notified of due dates at the time of check out. Those who provide a current email address are also sent a courtesy notice two days before an item is due.
- Due dates may be determined by logging in to one's account
- Borrowers may return Aram Public Library items at other SHARE consortium libraries. If items are returned to a library outside of the SHARE consortium, fines may accrue on items overdue until checked in at Aram Public Library.

### **Overdue charges**

- Charges for overdue items are twenty-five cents per day per item with a maximum fine of ten dollars per item per checkout/renewal. Overdue charges continue to accrue until an item has been returned/renewed, has been declared lost or nonreturnable, or until the overdue charges reach a limit of ten dollars for each item per checkout/renewal. A cardholder cannot then check out anything at Aram Public Library until his or her account's outstanding charges are reduced below ten dollars.
- As a courtesy, three overdue notices are sent to persons who have checked out materials from Aram Public Library and have kept them beyond their due dates. The first overdue notice is sent after an item is one week overdue. The first notice may be sent via email, telephone, or US mail. The second notice is sent via US mail to the last-known address of the person with

the overdue material when an item is three weeks overdue. After items are five weeks overdue they are declared lost, and a third and final overdue notice in the form of a bill for the replacement cost of each item plus any processing charge is sent via US Postal Service.

- In exceptional circumstances, the Library may attempt to contact a borrower by phone or email to alert him or her about overdues or to seek the prompt return of materials or other borrowed items. The Police may be asked by the Library Director or designated staff to become involved in the retrieval of materials if the borrower has not responded to overdue notices and/or telephone calls and gives no indication of plans to return or pay for such materials. Per City of Delavan Municipal Code (11-3-4) “The failure to return library material after its proper return date, after written notice from the library and Police Department, shall be deemed to be theft. Notice shall be considered given when written notice is mailed to the last-known address of the person with the overdue material; the notice date shall be the date of mailing.”
- Borrowers with lost materials totaling \$40.00 or more may be referred to Unique Management Services. Accounts referred to this collection agency will be charged a \$10.00 referral fee.
- The Aram Public Library does not send overdue notices to persons who have checked out its materials from one of the other SHARE consortium libraries. Instead, the transaction library sends the notice. In this instance, the number of notices and notification period is determined by the transaction library’s policy.
- Borrowers with delinquent accounts with fines in excess of \$50.00 will be sent a Suspension of Privileges letter (see sample below) stating the amount owed the library. They will be offered a payment plan if such is desired.
- Borrower accounts totaling \$200.00 or more are automatically referred to a Library Board-designated Police Department for materials retrieval thirty days after the bill has been sent. Upon request, the Library Director and designated staff are authorized to grant a delay in the agency action. At the discretion of the Library Director or designated staff, delinquent accounts may also be referred to the District Attorney's office for collection through the court system. In the event that the material loss is caused by a catastrophic event, such as a fire or car accident, proof of the event must be furnished for clemency to be requested.
- Borrowers are permitted three claims in their lifetime that items reported overdue were returned. Should such an item be found, the overdue record will be removed from the borrower’s account.

### **Staff Privileges**

Staff members are required to check out items for personal use. They will not, however, be charged fines for overdue items. Items should be returned to the library in a reasonable length of time.

Completely revised version adopted November 20, 2014

First version adopted December 7, 1995 and revised October 1997, October 1999, February 2006

Second version adopted August 5, 2010 and revised February 14, 2013 and May 17, 2018