

Mulvane Public Library

Circulation Policy

Board Amended January 13th, 2020

This policy governs borrowing and using library materials and services. By applying for a library card the patron agrees to abide by all Library policies and procedures.

A. Patron Cards

Community members of all ages are eligible for a free library card. Additionally, in adherence to the American Library Association's Bill of Rights, the Mulvane Public Library will not deny or abridge access to materials and services because of origin, age, background, or views.

To obtain a library card, photo identification is required with proof of current address. All youth under the age of 16 must have a parent or guardian with photo identification and proof of current address sign the card application accepting responsibility as well. The minor must be present at time of the card application.

Youth 16 years of age or older may obtain their own library card with photo identification, verification of age, and proof of current address.

Individuals that do not have proof of current address may still apply for a library card. Instead, the library card will be mailed to the patron as proof of their current address. Until the card is returned to the Library, verifying the current address, the individual may only borrow two items at a time (excluding devices and Interlibrary Loans).

All patrons must show their library cards when borrowing materials. Loans may be denied if patrons do not have a valid library card or other accepted forms of identification. Lost cards may be replaced for a one-dollar fee.

The use of the library collection and services may be denied for due cause. Such cause may be failure to return materials and pay penalties, destruction of library property, disturbance of the other patrons, or any other objectionable conduct on library premises.

B. Loans

New patrons have full use of their card once they provide photo identification and proof of current address.

Material	Borrowing Limit	Loan Period	Renewals *If not on hold list
Books (unless otherwise noted)	No Limit	3 weeks	Eligible for 2 (3-week) renewals
Interlibrary Loaned Items	No Limit	Determined by Lending Library	Determined by Lending Library
Magazines	No Limit	1 week	Eligible for 2 (1-week) renewals
DVDs	6	1 week	Eligible for 2 (1-week) renewals
Audio Books (CD)	10	3 weeks	Eligible for 2 (3-week) renewals
Audio Books (Playaways)	6	3 weeks	Eligible for 2 (3-week) renewals
Video Games	2	1 week	Eligible for 2 (1-week) renewals
Reading Ready Packs	1	3 weeks	Not available for renewal
Explorer Packs (specific packs in the Reading Ready Collection)	1	1 week	Not available for renewal
WiFi Hotspots	1	Varies by Device	Not available for renewal
Other Devices	1	Varies by Device	Varies by Device

Exceptions to borrowing limits and loan periods may be made with Director's approval.

All materials may be returned in the drop box when the Library is not open with the exception of devices and large packs.

Mulvane Public Library's Packs must be checked out and returned to their "home" location at the Mulvane Library.

C. Holds/Reserves

Items checked out or not yet published/owned may be placed on hold. These holds may be placed in-person, via telephone, or online through the catalog. Pre-purchased item

holds can only be made once the record exists in the catalog, 3 months prior to publication.

Patrons are limited to 30 holds/reservations per card (10 a day). Additionally, patrons may only reserve one Community Explorer Pack at a time.

Once the item is available the patron will be notified by their preferred means of communication, which was updated at the time of card registration or renewal. The notification method can be updated at any time.

Messages left on answering machines or with family members constitutes notification from the Library. Patrons have 7 days to retrieve their holds/reservations before an item is shelved or offered to the next patron in line. Due to the demand of the Community Explorer Packs and devices, these items will only be held 3 days.

Items on hold cannot be renewed or transferred to another card.

D. Interlibrary Loan

Patrons requesting materials through the Interlibrary Loan program must have a current library card and be in good standing with no overdue materials or fines in excess of \$10.01. Patrons are responsible for the payment of any overdue/damage/replacement charges from the lending library on the materials. The patron must also adhere to the lending library's due date.

Interlibrary Loan requests may not include recently published material due to demand. Many libraries do not loan media, but an effort will be made by the Mulvane Public Library to accommodate all requests.

E. Overdue Material

All items, unless otherwise noted, will accrue a \$.25 fine daily until the maximum late fee of \$5.00 per item has been reached. All materials are eligible for a four-day grace period.

Advance notices for borrowed items is available via email and text. Additionally, one overdue notice will be sent out 7-days following the due date via your contact preference. After 28-days overdue, a lost notice and final bill will be mailed for the item(s). Materials 60-days past due may be submitted to a collection agency for processing. If charges are sent to a collection agency, additional fees will be applied to

cover the agency's fees. Please note, the Library cannot be held responsible or guarantee delivery of overdue notices. If a library patron fails to be sent or receive the notices, they are still responsible for late items and fees.

To have borrowing privileges reinstated, items must be returned and/or paid and overdue fines must be under \$10.01. Patrons with fines over the limit may still use the Library's computers in-house and attend programs.

Fines may be paid at any KanShare Consortium location.

Patrons checking out items are responsible to see that all materials are returned in good condition. Replacement costs shall be charged to anyone who loses, damages, or destroys materials belonging to the Mulvane Public Library or borrowed from other libraries through the Interlibrary Loan program. The Library may accept replacement copies in lieu of payment, but prior approval from the Director or Assistant Director is required.

The Mulvane Public Library reserves the right to charge a fee for returned checks. If a check has been denied, the patron will be unable to pay future charges by check.

Teens eligible to volunteer may work down their fines. For each hour worked, the teen may have \$7.00 taken off the fine. Teens must complete the volunteer application and receive Library Director's approval.

Youth under the age of 14 may read down their fines at the Library at a rate of \$7.00 an hour. Youth must receive Library Director's approval.

F. Privacy and Confidentiality

Registration, borrowing information, and records pertaining to informational inquiries will not be disclosed except to the cardholder, library staff, and government agencies that possess a process, order, or subpoena (see Kansas Law below)

Patrons may not access/use accounts that are not their own without the presence of the person or the library card. This includes parental access to juvenile cards, and directly correlates with the intellectual freedom mission of the American Library Association. The Library may decide to contact the library card's owner to verify their permission to use the card.

The Kansas Open Records Act (Kansas Statutes Annotated 45-221 as amended) defines records which are not required to be disclosed at the requests of citizens or public officials. Records that are not within the specific definitions are “open records” and are available for public examination. Among records that are not required to be disclosed are:

Exception 23 – Library patron and circulation records which pertain to identifiable individuals.

Board Approved June 11th, 2018.