

# CIRCULATION POLICIES

## Confidentiality

The Salem City Library respects the privacy of all library patrons, including minors, and will treat all library patrons, transactions, and records non-judgmentally and confidentially.

### Circulation Records

The Library will not disclose any circulation records.

### Patron Registration Records

The Library will not disclose patron registration information.

## Library Cards

### Eligibility

All residents of Salem City over the age of 8 are eligible for borrowing privileges at the Public Library. For all residents, there are no fees required to receive a library card. For Nonresidents, there is a fee of \$25.00 per year or \$12.50 for six months per family. School teachers, and Healthcare providers, are allowed one card per facility.

### Applications

In order to receive a library card patrons must complete the library card application online or with a library staff member. The patron will be required to provide their name, mailing address, street address, telephone number, date of birth, and email address. In addition to providing the above information, applicant 17 or younger must provide the parent or guardian's signature accepting responsibility for the child's use of the library card.

### Proof of Address

The person accepting responsibility for the use of the library card (the adult applicant or the parent/guardian signs a minor's application) must provide proof of current address. Acceptable forms of proof include a valid driver's license or state ID card, utility bill, rent receipt, lease or mortgage agreement, imprinted check, and postmarked piece of mail delivered to the street address.

### Card Expiration and Renewal

All library cards, with the exception of Nonresident cards, are valid for a period of two years from the date of application and may be renewed by verifying that the application is current. Otherwise, see terms of eligibility.

## **“Card in Hand” Requirement and Exceptions**

To perform a transaction, a valid library card must be presented.

## **Loan Periods and Renewals**

The loan period for the following materials is three weeks:

Books, audiobooks, videos, and Library of Things, with 2 renewals.

The loan period for tablets and hotspots is 2 weeks with 1 renewal.

The loan period for Roku’s is 2 weeks with 1 renewal.

Patrons may renew materials by contacting the Library in person, by phone, or online. An item will not be renewed if another person is waiting for it, or if it has already been renewed two times, or if it is more than seven days overdue.

Ready holds will expire in 3 days. Ready holds for ILLs will expire 3 days before they are due to the lending library.

## **Item and Transaction Limits**

To help optimize the availability of the collection to the public, the Library applies the following limits on items that can be concurrently charged to a patron’s card:

- 8 videos
- 8 audiobooks
- 8 kits (children’s book and CD)
- 3 items for the Library of Things
- 30 total items
- 2 hotspots
- 1 Roku

## **Fines and Fees**

The Library collects fees for the following: materials returned after their due date, interlibrary loans, replacement cards, lost or irreparably damaged materials, photocopies printing, and faxing. The following are fines and fees assigned to the above items:

### **Materials**

- \$0.10 per day per item, or \$1.00 per day for Wi-Fi hotspot or Roku.
- \$30.00 per month for hotspot data usage
- \$2.00 per replacement card
- \$2.00 per damaged Audio/Visual Case

- \$5.00 per damaged audio disc
- Damaged items repair fee: no charge OR (\$2.00 charge)
- Lost or severely damaged items: general fee based on material type
  - \$15.00 for hardback
  - \$8.00 for paperback
  - \$8.00 for DVD
  - \$15.00 for Blu-ray
  - \$10.00 for game

## **Photocopier**

The Library makes a printer and copy machine available for public use. The library will collect a fee of \$0.10 per page for black and white or color, or use of the patron's own paper supply.

## **Fax Machine**

The library has a fax machine available for public use. There is no fee.

## **Overdue and Billing Notification**

Patrons will be notified about overdue materials either by email or mail. If a patron fails to return overdue materials within 90 days after a third notice has been made, the materials will be considered lost and the patron will be billed for the replacement cost. If lost materials are not paid for within 14 days of being marked lost, the bill will be turned over to collections. Patrons will pay up to 40% if sent to a collection agency for the collection fee. A late interest of 1.5% may be added to my fines after 3 months of nonpayment.

The Library will not check out materials to any patron with outstanding fines or fees above \$5.00. Borrowing privileges will be restored when materials are returned or outstanding fees are brought under the established amount.

## **Internet Policy (Otherwise, see Internet Use Policy)**

If someone violates the Internet use policy, they will be banned from computers for one month. If it happens a second time, they will be banned for 6 months. A third time, they will be banned for one year.

Wi-Fi is always open and is not password protected.

**Revised and update on** \_\_\_\_\_

**Library Board Chair Signature**\_\_\_\_\_

**Library Director Signature**\_\_\_\_\_