

# **GARFIELD COUNTY PUBLIC LIBRARY DISTRICT CIRCULATION POLICY**

## **I. PURPOSE**

The Circulation Policy of the Garfield County Public Library District (GCPLD) exists to facilitate community access to the materials and information contained in the Library's collections.

## **II. ELIGIBILITY AND REGISTRATION**

The GCPLD's borrowing privileges will be extended free of charge to residents of Garfield County in accordance with C.R.S. 24-90-103, to residents of counties which border Garfield County, and also to Colorado residents who present a library card from a Colorado library which participates in the Colorado Libraries Collaborate! (CLC) program.

In order to borrow materials from GCPLD, library users must register for a GCPLD borrower card.

**EXPIRATION:** Library card information must be renewed periodically (time period varies by library card type) and if not renewed, the card can no longer be used until renewed. Cards which are free of fines and have not been used for a period of six (6) years will be purged from the database.

**RESTRICTIONS:** Cards are issued only to individuals. The individual assumes responsibility for all items checked on the card.

Corporate or institutional cards are not issued. Exceptions may be made by the Executive Director or his/her designated representative.

### **A. GARFIELD COUNTY PUBLIC LIBRARY DISTRICT CARDS:**

Library users must present their valid GCPLD card for checkout of all library materials, including interlibrary loans and holds. Exceptions may be made by the Executive Director or his/her designated representative.

The library encourages borrowers to use their own cards exclusively and not to lend them for use by other persons. However, when a patron wishes to borrow materials using a card that belongs to another person, the library staff is authorized to use its judgment in assessing the safety of the transaction and to permit such a transaction when circumstances warrant. Library users are responsible for all materials checked out on their card or on the cards of children for whom they have assumed responsibility. Family members may choose to link library cards allowing them to share library card information, renew, pay fines and pick up holds on all linked library cards.

### **B. GETTING A CARD**

All applicants for Borrower Cards must provide photo identification. Identification with only a post office box number or a General Delivery address will be accepted.

## **GARFIELD COUNTY PUBLIC LIBRARY DISTRICT CIRCULATION POLICY**

Government issued photo ID from one of the following:

- Driver's license
- DMV-issued state ID card
- Government-issued ID card including Consulate cards and Foreign Drivers Licenses
- Passport
- Permanent resident card (green card)

Alternate identification may be accepted at the discretion of the Executive Director or his/her designated representative.

### **C. LIBRARY MEMBERSHIPS**

- **ADULT MEMBERS** aged 18 or older. Must be renewed every 2 years.
- **JUVENILE MEMBERS:** under the age of 18. A parent or guardian's signature is required to obtain a library card. This library card user does not have DVD or video game borrowing privileges. Must be renewed every 2 years. (Section D1)
- **JUVENILE MEDIA MEMBERS:** under the age of 18. The responsible adult on the card may grant permission for a minor to have DVD and video game borrowing privileges. Must be renewed every 2 years. (Section D2)
- **HOME-BOUND/MAIL DELIVERY MEMBERS:** may borrow items for 28 days and no overdue fines are charged. Members or caregivers may request this service through the appropriate Branch Manager. Must be renewed every 2 years.

**CLC MEMBERS:** GCPLD offers reciprocal borrowing privileges to non-district residents through the Colorado Libraries Collaborate! (CLC) program. A CLC borrower is any Colorado resident, with a library card from another Colorado library, either public or through higher education. CLC members must provide a photo ID. Must be renewed every 2 years.

- **DIGITAL ACCESS CARDS:** Digital Access Cards have access to computers, public computers and remote databases and resources at all Library branches and online through our website [www.gcpld.org](http://www.gcpld.org). This card has no other privileges. Applicants are not required to provide any form of photo ID. This card is offered to members who are not able to obtain a library card with full privileges. It is also the library card offered through the online application. To upgrade this card to full privileges, applicants will need to provide the identification listed above. Minors are eligible for Digital Access Cards and do not require a parent or guardian present to obtain one. Must be renewed every 2 years. Accounts created online expire after 90 days unless they are upgraded.
- **NON-RESIDENT MEMBERS:** Persons who GCPLD does not serve free of charge under the provisions cited above may obtain a library card upon payment of a \$10.00 non-resident fee. This fee is an annual charge. Non-residents must apply in person and

## GARFIELD COUNTY PUBLIC LIBRARY DISTRICT CIRCULATION POLICY

present a photo ID. Must be renewed every year.

TEACHER MEMBERS: Additionally, materials for classroom use can be checked out to a TEACHER card made specifically for the purpose of loaning items in bulk to classrooms without incurring fines. This use is limited to teachers and does not cover home schooling. **These cards may be made and used at the discretion of the Executive Director or his/her designated representative.**

- STAFF MEMBERS: All library employees and trustees are given fine-free status for the duration of their employment or board membership. Employees who retire from the library retain their fine-free status.

### D. CARDS FOR MINORS:

**PARENTAL RESPONSIBILITY:** The library staff and trustees are charged with the responsibility of providing free and equal access to library materials and services to all eligible people. Moreover, it is impossible for them to know or predict the opinions of parents and guardians regarding the specific borrowing selections made by minor children.

It is the policy of GCPLD that parents or guardians, *not* the library staff or trustees, are responsible for monitoring and approving the selection of materials made by minor children. It is the parents or guardians – and *only these* – who may restrict their children – and *only their* children – from borrowing specific library materials. Parents or guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children. The library staff and trustees cannot and do not act *in loco parentis*.

Adults whose cards are blocked may not create new accounts for children who are not present. Exceptions may be made at the discretion of the Executive Director or his/her designated representative.

1. **JUVENILE CARDS:** Cards for children under the age of 18 must be obtained by the child's responsible parent or legal guardian and requires the signature of that adult. Exceptions may be made at the discretion of the Executive Director or his/her designated representative. The parent or legal guardian must be present and at that time provide the same eligibility and verification standards required for an adult card. More than one adult can be the responsible party on a juvenile card. Parents or guardians are responsible for all items checked out on their children's cards, including any items lost, stolen, or damaged. **Juvenile cards do not have DVD/video game borrowing privileges.**
2. **JUVENILE MEDIA CARDS:** Cards for children under the age of 18 with DVD and video game borrowing privileges may be obtained by granting permission at the time the card is acquired or when desired. The parent or legal guardian must be present at the time the permission is granted. The parent or legal guardian will accept all

## GARFIELD COUNTY PUBLIC LIBRARY DISTRICT CIRCULATION POLICY

responsibility for the content of any material the child borrows. The library staff will not be responsible for censoring material loaned to the child.

- 3. EXCEPTION FOR SCHOOL GROUPS AND OUTREACH PROGRAMS:** Teachers may request library card applications for classrooms, which would be sent home in order to obtain cards for students. Applications must be fully completed and signed by the responsible parent or guardian. Library cards will be mailed to the student's home. Exceptions to this policy may be considered at the discretion of the Executive Director or his/her designated representative. All Juvenile cards obtained this way will not have DVD or video game privileges. Short-term library card accounts may be created for school and other outreach programs without photo ID information, however these accounts will expire after 30 days if a parent or other responsible party's photo ID is not confirmed with library staff.

### III. LOAN PERIOD AND LIMITS

The following loan periods and limits have been established to provide library users with an adequate amount of time to both use library materials and return them so that they are available in a reasonable amount of time for other users.

**A. LOAN LIMITS:** All borrowers are limited to five (5) DVD items checked out at any one time; DVD titles consisting of more than one disk count as one item. Video games are limited to one (1) game checked out at any one time. Video Game titles consisting of more than one disk count as one item. There are no amount limits on any other items.

**B. LOAN PERIODS:** The majority of items within the library's collection (books, compact discs, and eReaders) may be borrowed for 21 days. If the due date falls on a holiday when the library is closed, the loan period will be extended until the next day that the library is open. Special loan periods have been established for the following library materials:

DVD/Magazines/video games	One Week/Seven (7) days
Book Club Kits	Four Weeks/Twenty Eight (28) days

**C. RENEWALS:** Two (2) twenty-one (21) day renewals of items with standard loan periods are permitted, if the item is not reserved for other library users. One seven (7) day renewal of DVDs/magazines/video games is permitted if the item is not reserved by another library user. EReaders are not renewable. Other Items may be renewed in the library, by telephoning the Branch, or on-line at the library website.

**D. HOLDS:** Members and staff can place holds on items throughout MARMOT, Prospector, or other systems. These items will be kept on the hold shelf awaiting patron pickup for **eight (8) days** after the patron has been notified via email or phone call that the item is on the hold shelf. Rules for handling items from other non-MARMOT, non- Prospector or other participating systems are covered under Section V.

GCPLD will allow holds by other MARMOT, Prospector or other participating system's network library card holders on any materials except the following:

# GARFIELD COUNTY PUBLIC LIBRARY DISTRICT CIRCULATION POLICY

Colorado Collection  
Interlibrary loan materials  
Reference  
Video games  
Lucky Day books and media

See section V.G. 3 for rules on borrowing and loaning these materials via Interlibrary Loan.

**E. NON-CIRCULATING ITEMS:** Some items held by GCPLD subscribes may not be taken out of the building as their physical format is very susceptible to damage; they are often impossible to replace in case of loss; and, they are frequently used as reference sources.

## IV. FINES AND FEES

**A. OVERDUE MATERIALS:** Fine rates are as follows:

- |                      |                          |
|----------------------|--------------------------|
| 1. DVD/ video games  | \$1.00 per day per item  |
| 2. Interlibrary loan | \$1.00 per day per item  |
| 3. All other items   | \$0.10 per day per item* |

**\*GCPLD does not charge overdue fines on item type 32 (Easy) books and item type 61 (Kits) sets.**

**B. MAXIMUM FINE:** To encourage return of long-overdue materials, there is a maximum per-item fine of \$10.00.

The maximum fine does not include any fees that may be accrued as the result of referral to a collection agency.

**GCPLD does not allow members to work off fines.**

- C. PAYMENT OF FINES:** The Library will accept the following forms of payment for fines accrued:
1. Cash.
  2. Preprinted personal check made out to the Branch Library on a check drawn on a local bank with proper identification and for the exact amount of the fines.
  3. Money order or cashier's check.
  4. Visa, MasterCard or Discover
  5. Returned checks will be assessed a \$25 fee. Payment must be made by cash, money order or cashier's check.
- D. BORROWER BLOCKS:** Members will be blocked from borrowing materials if any of the following conditions exist:
1. If their overdue fines are at least \$10.00
  2. If they have more than five (5) active claims returned

## **GARFIELD COUNTY PUBLIC LIBRARY DISTRICT CIRCULATION POLICY**

3. If the library has reason to believe that the user has changed address; when this is the case, the library user may be asked to present current address verification before being permitted to check out materials.

4. If there is reasonable doubt of the person's identity or permission to use the card.

**E. OVERDUE NOTICES:** In order to remind library users that they have overdue items, three notices will be sent: an overdue notice at seven (7) days a second overdue notice at thirty (30) days past due and a billing notice sixty (60) days past due. The first two notices will be sent in electronic form only. The third notice will be mailed and sent electronically.

The billing notice will notify the user that they may be referred to a collection agency if materials are not paid for or returned. Failure to receive a notice will not be considered grounds for waiving a fine, as library users are responsible for keeping track of the due dates of their library materials.

**F. COLLECTION AGENCY SUBMITTALS:** Thirty (30) days after the final billing notice is sent (at 90 days overdue), delinquent library users with account balances of \$25.00 or more will be referred to a collection agency. Any delinquent library user who has failed to return an item belonging to a non-Garfield County Library may be sent to collections regardless of the account balance.

A non-refundable ten dollar (\$10) fee will be assessed when the account is sent to collection.

If the library user does not respond to initial collection agency contact and further action is required, he or she will be responsible for any additional collection agency costs incurred by the Library to retrieve its materials and amounts owed.

**G. WAIVER OF FINES AND FEES:** The Circulation staff has the option of waiving or reducing charges if they determine that extenuating circumstances so warrant.

**H. LOST AND/OR DAMAGED ITEMS:** Lost, damaged or destroyed materials must be paid for at replacement cost.

Refunds will be issued if the item is returned within three (3) months.

**GCPLD does not accept replacements for lost and/or damaged items.**

**I. MEDIA/NON-MEDIA PARTS MISSING:** Before media items are checked in, staff will verify that all parts are present, in good condition, and in the correct box. If an item has part(s) missing, the staff will immediately attempt to notify the patron by phone or via email. If the attempt is unsuccessful, staff will make a notation on the patron's record.

The item in question will remain checked out until the patron returns the missing part or pays for the item (individual part or the entire item).

At the patron's request, the item may be renewed in accordance with approved policy.

# GARFIELD COUNTY PUBLIC LIBRARY DISTRICT CIRCULATION POLICY

## V. INTERLIBRARY LOAN POLICY

Interlibrary loan (ILL) is a process through which library materials, or a copy of the material, are made available by one library to another upon request. The purpose of interlibrary loan is to obtain library material not available at GCPLD, MARMOT consortium, Prospector or other participating systems.

**INTERLIBRARY LOAN REQUESTS:** Library users may request that the library attempt to locate and borrow for their use a specific book or magazine article which is not available in GCPLD's, MARMOT's, Prospector's or other participating system's collections. GCPLD does not charge for this service, but occasionally there is a charge imposed by the owning library and the patron is responsible for that charge. There may also be a photocopy fee for lengthy articles. If there will be a charge, members will be notified before the material is ordered. This will allow them to decide whether they still want the material. Fees are collected when members pick up the requested material. Members are still responsible for fees if they decide not to pick up the material.

**A. ELIGIBLE BORROWERS:** Interlibrary loan service is available to any library user in good standing (i.e. card is not blocked for fines, overdue materials, or incorrect address) who has been issued a current GCPLD card, with the exception of Internet-only members.

**B. REQUESTING INTERLIBRARY LOAN SERVICE:** An interlibrary borrowing request may be submitted either by telephone, fax, email requests, or in person.

### C. REQUEST RESTRICTIONS

**MATERIAL TYPES:** At the discretion of the owning library, some types of material are not readily available for lending including but not limited to the following:

- Audiovisual materials including video games, DVDs, audio books and CDs
- Reference material
- Current issues of magazines and newspapers
- Rare, archival, manuscript or fragile items
- Popular books
- New books

**NUMBER OF REQUESTS ACCEPTED:** There is a limit of five (5) interlibrary loan requests per patron. This includes requests which are pending as well as materials that the user currently has borrowed through interlibrary loan.

**COPYRIGHT COMPLIANCE:** GCPLD complies with federal copyright law and CONTU (National Commission on New Technological Uses of Copyrighted Works) guidelines, which established the following guidelines for copying for interlibrary loan:

- Requests for photocopies must include the copyright warning and the library user must acknowledge awareness of the copyright warning.

### D. CIRCULATION OF INTERLIBRARY LOAN MATERIAL

Interlibrary loan materials will be loaned to members according to the owning library's policy. Some items may not be taken out of the Library. They are available for members to use at the

## **GARFIELD COUNTY PUBLIC LIBRARY DISTRICT CIRCULATION POLICY**

Library for a limited length of time. Magazine articles are photocopied and do not need to be returned.

### **E. RENEWALS**

Interlibrary loan materials are generally not renewable.

### **F. RECALLS**

At any time the lending library may recall an item and request the item's immediate return

### **G. FAILURE TO PICK UP INTERLIBRARY LOAN MATERIALS**

The Interlibrary loan process is costly and the Library incurs costs well in excess of the postage fee for each item that it borrows from another library. Consequently, the library will not accept additional interlibrary loan requests from those library users who have repeatedly failed to pick up requested items.

### **H. LENDING MATERIALS TO OTHER LIBRARIES**

**1. LENDING CHARGES:** There will be no charge to lend materials from GCPLD's collection to other libraries nor will charges be assessed for overdue items. If an item is not returned by the borrowing library to GCPLD, the borrowing library is responsible for the replacement cost of the item.

**2. LOAN PERIOD:** GCPLD materials will be loaned to other libraries for six (6) weeks. Materials may be renewed if there are no holds on them.

**3. MATERIALS WE DO NOT LOAN THROUGH INTERLIBRARY LOAN:** To ensure that local GCPLD users have access to the latest materials, the following items will not be loaned out of the state of Colorado via interlibrary loan:

- Popular and/or new books
- Books with long reserve lists
- Reference material
- Current issues of magazines and newspapers
- Rare, archival, manuscript or fragile items
- Video games
- Media including audio books, DVDs, video games and audio CDs

**Exceptions may be made at the discretion of the Executive Director or his/her designated representative.**