

## **CIRCULATION POLICY**

### **Idaho Falls Public Library**

Idaho Falls Public Library is a service-oriented institution. The circulation policy establishes a consistent and efficient mechanism for transacting the registration of borrowers, the loan of materials, and the return of materials.

#### **LOANS**

Up to fifty (50) items may be checked out on one (1) card at the same time.

The normal loan period for materials is three (3) weeks. Circulation periods are listed in Schedule A of this policy. The Director is authorized to modify the number of items that can be borrowed from a specific collection and the length of circulation period to best meet the needs of library patrons. Such changes will be reflected in Schedule A.

Unless a reserve has been placed on the item, all items have a maximum of three (3) renewals within a three (3) month time frame. Items can be renewed in person, by telephone, or by using the online library catalog via the Internet.

#### **REGISTRATION**

There are no restrictions by age for accessibility to materials, borrowing privileges, numbers, or kinds of materials borrowed, or library services offered.

Parents/legal guardians are legally responsible for all library materials borrowed on their dependent's cards.

Parents are responsible to supervise and monitor their child/children's use of the library and library materials.

All library cards are given an expiration date upon issue. The Library Director is authorized to set expiration dates for library cards based upon patron type and needs of the Library. Any library card not used for 36 consecutive months may be marked expired and may be removed from the library database.

Library cards automatically expire when patrons move out of the Library Service Area.

#### **RENEWAL OF LIBRARY CARDS**

To renew a library card, the patron will need to contact the Library and provide adequate information to verify that they still reside within the City of Idaho Falls taxing authority. This information may include being required to appear at the Library in person with a state issued identification card and proof of residence as described in this policy.

## PATRON CLASSIFICATIONS

The following membership classifications may check out items from the library:

Tax supported membership: People residing within the City of Idaho Falls taxing authority are eligible for a tax supported membership without an additional charge being paid at the library.

Fee supported membership: People living outside the City of Idaho Falls taxing authority are eligible for membership for an annual fee set each year by the Board of Trustees. If no new fee is set, then the fee from the previous year will remain in effect.

Property Owner Membership: People who own property within the City limits of Idaho Falls taxing authority Idaho may receive a membership by presenting proof of tax assessment for that property. The Property Owner Membership card must be renewed each year.

The following formula will be used to calculate the Property Owner Membership fee.

Taxable value of the property times .0006 equals amount of tax revenue received by the library. If this number is greater than the Fee Based Membership cost (Fbmc) then the person would receive a library card at no additional cost. If this number is less than the Fbmc, then it is subtracted from the Fbmc and the property owner would pay the difference to obtain a Fee Based Membership.

Temporary Membership: People living in the City of Idaho Falls taxing authority but who do not have a current identification issued by the State of Idaho. Temporary memberships may checkout only two (2) items at the same time.

## PROOF OF IDENTITY

Picture identification (an identification card with a photo issued by the State of Idaho or an Idaho State Driver's License or other photo ID acceptable to library staff) and proof of address (an envelope with a current postmark bearing the responsible party's name and physical address, or any current utility bill, or other form of address verification acceptable to the library staff), are required to obtain a library card.

Children below eighteen (18) years of age are required to have a parent or legal guardian appear in person at the library to obtain a library card. The parent(s)/guardian(s) will need to present photo identification and proof of residency at the time of application and agree to be financially responsible for all materials checked out on the library card.

Parent(s)/guardian(s) of children may request that their child's library card be revoked by making the request in person at the library.

## LIBRARY CARD USAGE

Adults who have forgotten their library cards are required to provide photo identification to check out materials.

Library card holders need be present for their cards to be used. Unless a library card is reported as lost or stolen, the holder of the card will be responsible for any and all items checked out on the card.

If a library card is lost, a replacement may be requested at any library service desk. Photo Identification must be presented at time of card replacement.

The library reserves the right to request positive photo identification before allowing use of a library card to check out materials.

## FINES AND LOST MATERIALS

Patrons with items overdue on their card will not be allowed to checkout materials, until the overdue item is returned or the lost item charge paid.

Patrons may continue to renew overdue items in accordance with this policy until the limit of renewing items is met at which time the lost item charge must be paid.

Fees for damaged items will not exceed the current replacement price of the item

Charges will be assessed to shut-ins for lost materials. Shut-in service is reserved for those not able to leave their homes to visit the library. Determination of eligibility to receive shut-in service is at the discretion of the Library Director. The Director's decision may be appealed to the Board of Trustees.

The Library Director or a designee may authorize the withdrawal of delinquencies.

Damages to library items, other than those occurring incident to normal use, while checked-out are the responsibility of the cardholder and the cardholder's account will be charged.

Lost material may be renewed, if no reserves are placed on the title, to allow time to search for the item. If reserves are pending, or if the maximum number of renewals has been reached, then the cardholder will need to make arrangements to pay for the item. Unpaid lost items will result in suspension of the member's borrowing privileges as well as borrowing privileges of all members in the same household.

The historical retail price as recorded in the library catalog may be charged for lost and damaged material. If staff can find the item at a lower cost, then the lower cost plus any accrued fines will be applicable.

Lost item charges that have been paid are not eligible for a refund.

#### VIII. RESERVES

Cardholders are encouraged to use the electronic library catalog to place reserves/holds on materials currently unavailable in the library. Library staff are available to assist patrons unfamiliar with this process.

Cardholders are not allowed to have items on the reserve/hold shelf exceeding the maximum number of items allowed to circulate. Reserves on the hold list that exceed the maximum allowed will be canceled and the item will go to the next cardholder on the reserve list or will be returned to the shelf.

Cardholders will be notified by phone, text message, or email that reserved materials are available. Materials will remain on the reserve/hold shelf for five days after notification has been sent. Failure to pick up the material within five days of the notification being sent will result in a cancellation of the reserve/hold and the item being returned to the shelf or given to the next patron on the reserve list.

Repeatedly placing items on reserve/hold and then not picking them up may result in the loss of the privilege to place items on reserve/hold.

Schedule A  
Circulation Periods

Quick Reads – 7 Days with no renewals  
DVDs & Videos – 7 Days with three (3) renewals allowed if no other patron requests the item  
New Fiction – 14 Days with three (3) renewals allowed if no other patron requests the item  
All other materials – 21 Days with three (3) renewals if no other patron requests the item  
Great Courses compact disks and DVDs -- 6 weeks with one renewal