

## **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**

The Idaho Falls Public Library maintains the confidentiality of library records in accordance with Idaho Code, including but not limited to The Idaho Public Records Laws (Idaho Code 9-337 through 9-350).

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/responsible adults are legally responsible for all library materials borrowed on their dependent's cards, or cards for which they agree to be the responsible adult.

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

## PATRON CLASSIFICATIONS

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

Residents: People domiciled in Bonneville County. Residents are eligible to obtain library cards without an additional charge.

Non-Residents: People domiciled outside of Bonneville County who procure borrowing privileges 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. Non-resident cardholders shall be entitled to one (1) check-out session after the expiration date of their card; thereafter, the card must be renewed prior to release of materials from the library.

Property Owners: People who own property within City limits and have been given borrowing privileges by presenting proof of tax assessment for that property. The card will be placed in the name of the property owner and must be renewed each year.

Temporary Borrower: People domiciled within Bonneville County but who do not have a current identification issued by the State of Idaho. Temporary Borrowers may checkout only two (2) items at the same time. Temporary Borrowers must present an Identification issued by another U.S. State or a passport.

## PROOF OF IDENTITY

Picture identification (an identification card issued by the State of Idaho or an Idaho State Driver's License) 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 sixteen (16) years of age are required to have a responsible adult\* or their parent or legal guardian appear in person at the library to support the library card application. The responsible adult/parents/guardians will need to present photo identification and proof of residency for them and the child at the time of signing to be financially responsible for the application and library card.

Children sixteen (16) to eighteen (18) years of age may obtain a library card without the signature of a responsible adult, parent/guardian by presenting an Idaho State Driver's License.

Parents/guardians of children may request that their child's card be cancelled by making the request in person at the library. Responsible adults may also request the cancellation of all cards for which they have signed.

Active duty military personnel and their family members temporarily living in Bonneville County may be granted a resident library card by providing a current copy of the military orders stationing them in Bonneville County or other form of verification acceptable to the library staff.

\*For the purpose of this policy a Responsible adult is any person over legal age willing to be financially responsible for the loss and/or damage to library materials on the card(s) for which they sign.

## LIBRARY CARD USAGE

Adults who have forgotten their library cards are required to provide photo identification to check out materials. The photo identification option is not available for accounts of people below ~~eighteen (18)~~ sixteen (16) years of age.

Library card holders need not 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.

If the library card is not used for 36 consecutive months, the card may be considered expired. The library may remove expired cards records from the library database.

## FINES AND LOST MATERIALS

Beginning September 1, 2019, the Idaho Falls Public Library will no longer charge late fees for materials borrowed. All previous late charges appearing on patron accounts will be waived.

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.

~~Any library card account with outstanding fines exceeding twelve dollars and fifty cents (\$12.50) or with items more than thirty (30) days overdue may have library borrowing privileges suspended until the items are returned or fees and/or other fines owed are less than twelve dollars and fifty cents (\$12.50).~~

~~Families whose members have cumulative fines/fees exceeding sixty dollars (\$60.00) may lose borrowing privileges until the fines/fees are less than Twelve dollars and fifty cents (\$12.50).~~

~~Fines will be twenty five cents (\$0.25) per day per item for all overdue library material.~~

~~Maximum Overdue fines for returned items are five dollars (\$5.00) per item.~~

~~Fines/fees Fees for damaged items will not exceed the current replacement price of the item.~~

~~Lost items shall accrue the maximum fine of five dollars (\$5.00).~~

~~Fines are not assessed to those receiving shut-in service from the library.~~ 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 ~~finer or~~ 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 cardholder's borrowing privileges.

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 (~~catalog.ifpl.org~~) 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 cancelled 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