CIRCULATION POLICY
IDAHO FALLS PUBLIC LIBRARY

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

MEMBERSHIP

The following membership classifications are able to obtain Library cards and check out items from the Library:

1. Tax supported membership: People residing within City limits or employed by any Department of the City of Idaho Falls are eligible for a tax supported membership without additional charge being paid at the Library. Active duty military members and their family members residing within the City of Idaho Falls do not need an Idaho State ID.

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

3. Property owner membership: People who own property within City limits are eligible for property owner membership by presenting proof of tax assessment for City property that they own within City limits. "If your name doesn't appear on the tax document, proof of ownership is required." Property owner membership is good for one (1) year and must be renewed each year.
The formula for calculating the property owner membership fee is as follows:

If the taxable value of the property multiplied by .0006 is greater than the Fee Supported Membership Cost, then a Library membership will be issued at no additional cost.
If the taxable value of the property multiplied by .0006 is less than the Fee Supported Membership Cost, then the sum of the above calculation is subtracted from the Fee Supported Membership Cost and the property owner will need to pay the difference to obtain a property owner membership.

4. Temporary Membership: People living in City limits who do not have a current identification issued by the State of Idaho are eligible for a temporary membership valid for up to ninety (90) days from date of issuance. Temporary membership holders may checkout only two (2) items.

REGISTRATION AND LIBRARY CARDS

Parents/Legal guardians are legally responsible for all Library materials borrowed on their dependent's card(s). Parents/legal guardians are responsible to supervise and monitor their child/children's use of the Library and Library materials.

All Library cards are assigned an expiration date upon issue. The Library Director is authorized to set expiration dates for Library cards based upon Library card type and needs of the Library. Any Library card not used at the physical Library location for thirty-six (36) consecutive months may be marked expired and may be removed from the Library database.

Tax supported memberships and the associated Library cards immediately expire when a City resident moves outside City limits.

Picture identification, an identification card with a photo issued by the State of Idaho, or an Idaho State Driver's License, or other photo Identification acceptable to Library staff, and proof of residency within City limits are required to register for a Library card. A valid address, email and/or telephone number must be provided at time of registration. If at any time the address, phone number, or email becomes invalid, the library card will be expired until such time as a current address, email and/or telephone number is provided.

Children below the age of eighteen (18) are required to have a parent or legal guardian appear in person at the Library to obtain a Library card. The parent/legal guardian is required to present photo identification and proof of residency within City limits prior to registering a child for a Library card.

Under this Policy, when registering a child for a Library card, a parent or legal guardian must select either a restricted or unrestricted Library card to be issued to that child.

1. **Unrestricted Card**. An unrestricted card allows a child access to everything in the Library, except for adult graphic novels, Blu-Ray and DVD movies.
2. **Restricted Card**. A restricted card allows a child to check out materials **ONLY from the children's Library collection located on the first floor of the Library**.

NOTE: Adult graphic novels and DVD/Blu-Ray movies may only be checked out by Library cardholders who are over eighteen (18) years of age and only using the Library card issued to them.

A Library cardholder must be present for their Library card to be used.

Library cardholders who loan their cards to others may be subject to a suspension, restriction, or loss of their borrowing privileges.

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

If a card is not reported lost or stolen, the Library cardholder is responsible for all items checked out on the card issued to them.

The Library reserves the right to request photo identification before allowing use of a Library card.

To renew a Library card, the to the cardholder should contact the Library and provide adequate information for Library staff to verify that they still reside within City limits. This information may include being required to appear at the Library in person with a government issued identification card and proof of residence within the taxing authority of Idaho Falls.

Determination of residency within City limits for purposes of Library card issuance shall be based on whether the applicant for the card has shown that they reside within the corporate City limits of the City of Idaho Falls, Idaho, as the taxing authority of the residence. If the residence of the applicant for a card is shown to be within the official annexed territory of the City of Idaho Falls, Idaho, the applicant is a City resident. Classification of an address by the U.S. Postal Service or some other entity is not final proof dispositive of residence within City limits – living within City limits is. The Library Director has the final authority to determine City limits residency for purposes of this Policy.

LOANS

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

Cardholders with overdue Library materials on their accounts will not be able to checkout additional materials. Overdue Library materials may affect the ability of people residing at the same address from checking out additional items.

The normal loan period for materials is listed in Schedule A of this Policy. The Director is authorized to modify the number of items that can be borrowed from a specific Library collection and the length of circulation period, as well as number of renewals allowed per collection to best meet the needs of the Library. Such changes will be reflected in Schedule A.

Unless a hold or reserve is placed on an item, the item may be renewed three (3) times for a total circulation of three (3) to twelve (12) weeks depending on the item. Items can be renewed in person; over the telephone; or by using the Library website.

RESERVES (HOLDS)

Library cardholders are encouraged to use the Library's electronic catalog to place reserves or holds on currently owned materials that are checked out or not yet purchased. Library staff are available to assist people who are unfamiliar with this process.

The maximum number of reserved/hold items waiting for a cardholder to pickup can not exceed the maximum number of materials the cardholder is eligible to check out at one time. Reserves/holds exceeding this maximum item number will be removed from the cardholder's account and given to the next cardholder waiting for the material or it will be returned to the shelf/returned to circulation.

A cardholder will be notified by telephone, text message, or email that their reserved/hold materials are available. Reserved materials or materials on hold will remain on the hold shelves for five (5) days after the initial notification attempt. Failure of a cardholder to pick up the material(s) within five (5) days will result in a cancelation of the reserve/hold.

Repeatedly placing materials on reserve/hold and then not picking them up in the five (5) day window may result in the loss of the privilege to place materials on reserve/hold.

LOST OR DAMAGED ITEMS

Library items that are returned damaged will be assessed a damage fee.

Library cardholders are responsible to notify Library staff if an item is damaged before it is checked out to them. Failure to do so may result in the borrowing patron's account be charged for the damage. If the damage is significant, the entire cost of the book and processing charges may be added to the account.

Borrowing privileges will be suspended until the damaged item(s) assessment is resolved. Having damaged charges on an account may prevent other cardholders living at the same address to have their borrowing privileges suspended also.

An item may be declared lost when it is overdue by more than eighteen (18) days. Lost items must be paid for or returned to the Library to restore borrowing privileges.

Failure to return overdue items, or to pay for damaged items or items declared lost may result in the patron's account being sent to a collection agency. The library will not charge additional fees for sending an account to a collection agency. **However, the collection agency may add additional fees as permitted by law to any and all accounts submitted to them from the library.** Patrons are encouraged to return their items on time and to pay for lost or damaged items in a timely manner in order to avoid having their account sent to a collection agency.

Fees for lost or damaged items will not exceed current replacement cost of the items. If a lost item is not available, then the director is authorized to use discretion in charging the current or historical price of the item.

Items purchased elsewhere as a substitute for a damaged item are not allowed to be submitted to cover the cost of a lost or damaged item.

Once paid, lost and damaged fees will not be refunded, even if the lost or damaged item is returned to the Library. Lost and damaged items remain the property of the Library and must be returned to the Library if found.

CIRCULATION SCHEDULE A

Quick Reads – Seven (7) Days with no renewals
Magazines – Seven (7) Days with no renewals
DVD & Blu-Ray – Seven (7) days with up to three (3) renewals, if no other patron is waiting.
Only available to be checked out with an Adult card
Adult New Fiction – Fourteen (14) days with three (3) renewals, if no other patron is waiting.
Great Courses CD & DVD – Six (6) weeks with one (1) renewal, if no other patron is waiting.
Adult Graphic Novels – Twenty-one (21) days. Only available to check out on an Adult card.
Book Club in a Bag – Six (6) weeks with no renewals
All other materials – Twenty-one (21) days with three (3) renewals, if no other patron is waiting.