

Circulation Policy

Revised & Approved 7/20/2020

The Perry County Public Library provides basic free access to current, high-demand, high-interest materials in various formats for people of all ages. We create a welcoming environment with friendly, competent staff and strive to introduce children and adults to the joys and rewards of reading and using the public library.

Library Card Registration

The Perry County Library is supported primarily by taxes paid by the residents of this county. Therefore, library borrowing privileges are available at no additional charge to residents of Perry County. Students attending schools in Perry County and anyone owning real or personal property (real estate, boat, or automobile) registered in Perry County and those working in Perry County may obtain a library card at no charge. The library has a responsibility to protect the taxpayer's investment in the collection of the library, therefore individuals requesting a library card must complete a Library Card Registration form and show identification (ID).

Adults: One piece of ID with referenced photo is required. If no photo ID is available, then two other forms of ID are required. The forms of ID acceptable include, but are not limited to; Kentucky Driver's license or state issued identification card, car registration, military or federal governmental issued ID, rental/lease agreement, current utility bill, rent receipt, or an envelope with recent postmark that shows the current address. Post office box numbers are not an acceptable form of identification. The 911 address must be shown.

Children: A responsible adult may request a library card for a child. An adult must present verification of address for children under the age of 18 if the child does not have such identification. The responsible adult must sign the Library Card Registration form. This signature constitutes the responsible adult's permission for the child to have a card and signifies willingness to assume financial responsibility for all materials checked out on the child's card. A current Library card from the adult is acceptable identification and does not require any further proof of identity.

Non-residents: People who do not own property, live, attend school, or work in Perry County are considered to be non-residents. There is no charge for issuing out of county library cards.

Lost Cards: Lost cards will be replaced for a replacement fee paid by patron. The patron's record will continue to show all materials charged to the former card number as well as to the new card.

All information provided on the registration form is protected by rules pertaining to confidentiality of records and privacy. Library users should present their own library card in order to check out library materials.

Suspension of Borrowing Privileges

Borrowing privileges are suspended when a patron has unpaid charges posted to their card number. Privileges will be resumed when at least 1/3 of the amount is paid. (see section, "Payments Paid on Patron Accounts" for further details)

If borrowing privileges are suspended for circulating items, patrons are still allowed to use the library for other services offered.

Check-Out Periods

*Books, back issues of magazines, DVD's, audio books, playaway views, E-readers, special collections, and music CD's circulate for 14 days.

*E-books are loaned for various periods of time, stated in the Ky. Libraries Unbound/Overdrive Consortium website policies. To view these policies, visit: www.perrycountylibrary.org

Items available for check out that are to be used in-house only: Laptops and I-Pads.

Items that are to be used in-house only (non-circulating): reference, current issues of magazines, newspapers, and Genealogy material.

Check-out periods may be adjusted when requested to accommodate special needs, including but not limited to emergencies, vacations, illness, and inclement weather. Each special request will be considered on a case-by-case basis.

Library Card Types and Loan Limits

ADULTS (AGE 18+), YOUNG ADULTS (AGE 14-17), and JUVENILE (AGE 0-13): A maximum of 20 titles may be charged against a borrower's library card number. This maximum is independent of the type of materials.

Maximum Number of Items Patron Can Borrow at One Time

- *Books: Limit 20
- *Audio Books: Limit 20
- *Music CD's: Limit 20
- *DVDs: Limit 10
- *Periodicals/magazines: Limit 20
- *Laptops: Limit 1
- *I-pads: Limit 1
- *E-readers: Limit 1
- *Special Collections: Limit 2

- *Playaway views: Limit 2
- *Equipment: Loan must be approved by Director or Assistant Director. (with required deposits)
- *E-books: Limits are set by the Ky. Libraries Unbound/Overdrive Consortium. Patrons may view the limits on the library's webpage:
www.perrycountylibrary.org

Other Loan Requirements

Playaway views, DVD's, Laptops, I-pads, and E-readers must be borrowed by adults (18+).

Free Copies for Students

Any student may obtain up to 20 free homework/schoolwork related copies, one time per day. Free advance copies will not be permitted. (Example: patron visits library on Monday and requests 20 free copies on Monday and for the following days when patron would not be visiting the library, such as Tuesday and Wednesday. In this case, the patron would receive 20 free copies on Monday, the day the patron was on-site, and would not receive free copies for Tuesday and Wednesday.)

Free copies for homework/schoolwork may be printed from the library computers or can be copies made from reference materials and other collection items that are for in-house use only.

Free copies are only available in black/white. Color copies must be paid for by the patron. The Perry County Public Library Board will set fee amounts for black/white copies and color copies.

Renewals:

Maximum number of times circulating items may be renewed:

Music CD's: 3	Audio Books: 3
Magazines/Periodicals: 3	Books: 3
Playaway Views: 3	Laptops: 0
DVD's: 1	I-Pads: 0
E-readers: 0	Special Collections: 1

Renewals will be considered and adjusted on case-by-case for special requests from patrons to accommodate special needs, including but not limited to emergencies, vacations, illness, and inclement weather.

No renewals will be made on materials for which there is an active reserve. Renewals may be made by telephone and on-line. Renewals must be requested by patrons and are not done automatically. Renewals may be made while items are in current or overdue status only. Once item is overdue for 90 days and then moved to lost status, no renewals may be made.

Replacement Costs for Damaged Containers & Accessories

If patrons return items that have containers or accessories damaged beyond repair and use, a replacement cost will be applied to the patron's account that borrowed the item. Fees for the containers and accessories will be set by the Director. Containers and accessories include, but not limited to, are cases and containers that house the CD's, audio books, E-readers, DVD's, Playaway Views, special collections, and ear buds.

Status of Items

1. *Current Status*: When item is checked out through due date. This includes renewal due dates when requested by patron during Current Status.
2. *Overdue Status*: Period of time from due date through 90 days (Items may be renewed when requested by patron during this period of time while patron looks for overdue item.
3. *Lost Status*: Period of time from end of overdue status through next 90 days. (Patron must pay for lost item during this period of time at replacement cost set by collection development manager or original item can be returned if in good condition. After items are marked lost for 90 days, the item will be deleted from the catalog. The collection development manager and/or cataloger will determine if the item is suitable to be replaced. If the item is returned while in the Lost Status, the collection development manager and/or cataloger will determine if the item is acceptable based on the condition of the item.

Payments & Refunds

Payments: Upon patron request, the library will give patrons a receipt for payment of lost items. Library items damaged beyond use become property of the borrower upon payment.

Refunds: After the patron pays for a lost item, they may request a refund within 90 days of payment if they find and return the lost item in good condition.

Replacement Items: The borrower may replace a lost item with an exact copy of the item to satisfy the lost item fee if done while the item is in the overdue or lost status.

Return of Damaged Items

At the discretion of the library staff, severely damaged material may be disposed of upon return, and the borrower will be liable. Information concerning these charges will appear on the patron's account.

Payments Made on Patron Accounts

Amount of Payments required: Although the Perry County Public Library staff makes every effort to collect any fees owed by patrons, the library also acknowledges that lost item fees can accumulate to an amount that may put undue hardship on patrons when having to pay the total on one occasion. Therefore, when any reasonable amount in payment is made (at least 1/3 of the total fee), the patron may continue to check-out items. The patron must continue to pay 1/3 of the total fee upon each check-out thereafter until the fee is paid in full. Failure to pay 1/3 of the total fee at continued check-outs will result in suspension of borrowing privileges until payments are resumed.

Interlibrary Loans

The Perry County Library participates in the national interlibrary loan program that permits the library to borrow materials for its patrons from other libraries. Books and photocopies of articles from periodicals not owned by this library or that are otherwise unavailable, may be requested for loan through interlibrary loan. Recordings, microfilm, and genealogy materials may be requested but are difficult to obtain. Items owned by the library may not be borrowed through interlibrary loan. The library does not charge for interlibrary loan service, except for non-residents (see Inter-library Loan Policy) however the patron is responsible for charges or fines imposed by the lending library. Every attempt will be made to borrow items from libraries that do not charge fees for loaning materials. If a patron does not wish to borrow an item if charges are imposed (such as insurance fees, lending fees, photocopying charges), this must be stipulated when the request is made. Fines for overdue materials and processing costs for lost items will vary with the lending library and are the responsibility of the patron. The library restricts the number of items requested by an individual patron through interlibrary loan to 5 at one time to ensure fair, equitable, and timely service with the constraints of budget and staffing. The number of interlibrary loan requests are considered to be separate in determining the number of items a patron checks out from the Perry County Public Library collection of materials. Requests that staff determine may violate copyright laws will not be accepted. Photocopies received through interlibrary loan should be stamped with a notice of copyright.

Reserves or Holds

All circulating materials may be reserved except for those items that are not cataloged. Reserves may be placed by patrons either in person, on-line or by telephone. Patrons will be notified by telephone or e-mail when the materials are available. There is no charge to the patron for placing a reserve. Reserves will be held for 48 hours before they are returned to circulation.

Date Due Notification

A printed receipt will be given upon checkout listing the titles checked out and the date due. The patron is responsible for knowing when their items are due. If a receipt is lost, this information can be obtained by the cardholder at any public catalog terminal, by telephone or on-line.

Materials Recovery Process

Library materials are purchased for use by all citizens of Perry County. The Perry County Library establishes regulations for the loan of materials, including circulation periods and the renewal process. The Library Board believes that the individual who chooses to keep materials past the due date or who refuses to settle unpaid fees, compromises, to some extent, their right to privacy. The library will attempt to recover overdue materials and will notify patrons of unpaid fees according to the procedures listed below. Information regarding overdue and non-returned materials and past-due fees may be disclosed by this library to a collection agency when that agency has entered into an agreement with the library to recover materials or to collect fees. The library will also provide sufficient information to allow any individual other than the holder of the borrower's card to settle unpaid fees on that card. However, authors, titles, or subjects of lost or overdue materials will not be discussed without presentation of the borrower's card.

Past due notices procedure: In addition to the assessment of past-due items, daily automatic e-mails for overdue items are sent to patrons that have an e-mail address on file. On the 14th day, after items become overdue, an overdue letter is generated and mailed to the patron. Borrowing privileges will be suspended if a patron's account shows a fee and will not be resumed until the patron's account is paid in full or a reasonable effort of payment (at least 1/3 of fee) has been paid. (See above "**PAYMENTS MADE ON PATRON ACCOUNTS**" for details) Patrons may speak with any library staff member concerning their library account, including any children's accounts they are responsible for.

Confidentiality of Library Patron Records

The Perry County Library supports every patron's right to have his or her library records remain confidential. Library records include patron registration data, circulation records, overdue and reserve records, participation in library sponsored programs, record of library visits, and/or any data that contain information that links a specific patron to specific materials or services used. Each patron has individual control over his or her borrower's card and presentation of the card permits access to information about the borrower's current circulation record. When no longer needed for library administration purposes, records will be destroyed. The library will not release information to

any person, agency, or organization, except in response to a valid court order or subpoena, properly presented to the library administrator. Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties.