

DAVISS COUNTY PUBLIC LIBRARY

Policies and Procedures

Subject: Circulation

PURPOSE:

To establish guidelines and procedures for the circulation of library materials.

POLICY:

Library Cards

Free library cards are provided to the following:

1. Residents of Daviess County
2. Non-residents who own property in Daviess county
3. Non-residents who attend school full-time in Daviess County
4. Non-residents who are employed in Daviess County
5. Non-residents over the age of 50 who live in Kentucky

Proof of residence must be provided to receive a library card. Non-residents will be required to provide proof of property ownership, school registration and/or employment.

Other non-residents, who do not meet one of the above stated requirements, may purchase a library card for \$45 per year. Non-residents ages 50 and up are not required to pay the annual fee.

Library cards are non-transferable. Family and/or corporate cards are not available.

Children must be at least three-years-old to receive a library card.

Library card applicants over age 18 must provide a current government issued picture ID. Customer agrees to assume responsibility for all uses of the card, pay all fines and other charges incurred. Library card applications for children under 18 must have a parent's ID linked to the account (exceptions below).

Parents are responsible for supervising their child's use of the library. Library staff members can make suggestions regarding reading and interest levels, but the ultimate responsibility lies with the parent. Cardholders of any age may check out all circulating books in the library collection. Parents are advised to supervise their child's use of the library.

Library card options:

(Cannot check out anything if any amount is owed for lost or damaged material exceeding \$25.)

- **Adult-All access** for DC residents and property owners 18 and up, employees and students (with proof). Renewal every 4 years if they live in DC or annually if they do not.
- **Adult Courtesy-Limited access** for 18 and up, 3 items checked out at a time. Annual renewal. This is for individuals who are temporary residents, cannot prove residency or any of the above, but must provide a legal and valid form of identification.

- Paid—All access (no check out limit) for adults, teen, or juveniles who do not live, work, study or own property in Daviess County. \$45 annual fee, must renew annually.
- Teen—All access for ages 13-17 (must have guardian ID) who live in DC or are students at a DC school (must provide proof). Cannot check out rated R movies.
- Teen Courtesy—Limited access for 13-17, 3 items check out at a time. Otherwise same parameters as regular Teen card. This is for individuals who are temporary residents or cannot prove residency. Expires on 18th birthday.
- Juvenile-- All access for ages 3-12 (must have guardian ID) who live in DC or are students at a DC school (must provide proof). Can only check out movies from the Juvenile collection.
- Juvenile Courtesy-- Limited access for ages 3-12, 3 items check out at a time, otherwise same parameters as regular Juvenile card. This is for individuals who are temporary residents or cannot prove residency. Annual renewal.
- Juvenile Expanded Movie—All access for ages 3-12 with guardian permission given to allow for check out of PG and PG-13 movies.

Loan Periods

All items check out for a 21-day period and may be renewed a maximum of 2 times (some exceptions may apply to non-traditional material).

Materials on hold may not be renewed.

Overdue Notification

- Patrons will receive 3 notices when any item is overdue, but no daily overdue fees will be assessed. They will receive the first overdue notice when an item is 1 week overdue, a second notice at 2 weeks overdue, and a final bill for the item at 3 weeks overdue.
- 21 days after the final bill has been sent, the patron's account will be sent to a collection agency and a \$10 agency fee will be added to their account.
- If a patron owes \$25.00, they will be unable to check out items.

Collection Agency

Charges for materials that are not returned to the library may be turned over to a collection agency. Willful failure to return library materials, after such notice, will give rise to the presumption of intent to deprive the library of its property and is subject to prosecution under KRS 514.030.

Revised by the Daviess County Public Library Board of Trustees April 19, 2023