

## **Circulation Policies**

### **Revised on 3/20/23**

The Circulation policy of the Nauvoo Public Library exists to enable community access to the materials and information in the library's collection, while protecting the collections at the same time.

### **Library Card Policy**

Obtaining a Library Card:

1. Any resident of Nauvoo living within the city limits, Nauvoo property owner, or store owner over the age of 18 may receive an adult library card upon completion and provision of identification (ID) and current address.
2. On the library card application the applicant must provide:
  - a. His/her full legal name, address (both, street as well as PO box), phone number, and if available e-mail address.
  - b. Proof of current address (utility bill, driver's license, property tax statement, lease that shows the address)
3. Non-residents of Nauvoo may receive a library card with full borrowing privileges by completing the above steps and, in addition, pay an annual fee, specified by the library board. This card will be good for anyone living within the same household (names have to be given at the time of application). This fee is determined by the tax rate paid by property owners. The non-resident fee is waived for persons under the age of 18. Parents or other family members may not check out items on this card.
4. Any one under the age of 18 can receive a juvenile card after completing an application and securing the signature of his/her parent or legal guardian. Children must be present in order to apply for a library card.
5. Library cards are valid for three years (non-resident cards for one year). If during the course of that period, a patron moves to another address, the patron is required to inform the library, and bring proof of residency.

### **Use of Library Card**

1. Patron can maintain full library privileges by:
  - a. Returning materials on or before due date
  - b. Paying for lost or damaged material before the item is 28 days overdue
  - c. Keeping the amount of money owed to the library below \$5.00.
2. Patrons must have valid library card to check out any material.
3. Whenever a patron calls into the library to conduct a transaction on his/her account, he or she must provide a library card number and his/her name.
4. A patron's record will be marked delinquent when items are overdue, or money is owed. This status will not affect a patron's ability to borrow materials from the library.
5. A patron retains full library borrowing privileges as long as his/her library record is not blocked. A library record becomes blocked under the following circumstances;
  - a. When an item is overdue by 28 days
  - b. If the fine on a card is above \$5.00.

6. Once a patron's library card is blocked, all library privileges for that patron are suspended including borrowing, renewal of items, and computer usage.
7. Using another patron's library card to check out material is not permitted.
8. If library card is lost or stolen, and a new card ID has to be issued, there will be a \$2.00 charge to replace the lost card.

### **Patrons Responsibility**

1. A library patron is responsible for all materials checked out on his/her card or on the cards of children for whom he/she has signed library card applications regardless of who checked the items out.
2. When a patron moves, it is the responsibility of the patron to inform the Nauvoo Public Library of the new address. Same is true for new phone numbers as well as e-mail.
3. Please report lost or stolen library card as soon as possible since **you** are responsible for everything checked out on your card.

### **Materials Loan Limits and Periods**

1. Material may be checked out and renewed twice. If you still need the item, you will have the option to check it out again after the item has been here in the library for at least 24 hours. This will give you the option to have the item 6 weeks all together.
2. The library will not give you that privilege on high demand materials for example bestsellers. If there is a hold on the item, we can not renew at all. Please plan accordingly. High demand items are mostly new.
3. In general a loan period is:
  - a. Books - 14 days
  - b. Audio books -14days
  - c. DVD's – 7 days
  - d. Magazines – 7 days

If you need a book longer, let us know in advance, and we will see what we can do for you. Mostly we provide the option to give you an extended loan period, but only if we know in advance.

4. There is no limit on material checked out; however, if the librarian starts to see problems with a patron, we will limit the material that he/she can check out. This will be marked in your library account for the length of 6 months, and reevaluated after that time.
5. Juvenile library card holders are not permitted to check out videos above their age, or R rated. To prevent any problems, we will not check out questionable, unrated items to juvenile patrons either.
6. Renewal of Interlibrary Loan Material (ILL) can only be granted through the Librarian on duty.

## **Fines and Fees**

The Nauvoo Public Library charges fines as an incentive for patrons to return materials in a timely manner so that other patrons can have access to the items. We charge the fines to offset the cost of recovering and replacing lost and damaged library material.

Definition:

A fine is a variable charge imposed for late return of library materials.

A fee is a fixed charge imposed to cover the cost of replacing and processing lost or damaged library materials.

### Overdue Fines

1. Items not returned by the due date will be charged as follows:
  - a. All items (with exception of those listed in b. below) will be charged \$0.10 per item per day.
  - b. All DVD's, and videos will be charged \$1.00 per item per day.
  - c. Staff will inform patrons of money owed each time the patron borrows materials.

### Miscellaneous Fines and Fees

1. A fee of \$2.00 is charged for the replacement of a library card and should be paid at the time the card is issued.
2. Printing fee is \$0.20 per page; double-sided \$0.30 per sheet
3. Charges for copies are \$0.20 per page.
4. Fax fee is \$2.00 for up to 5 pages; any additional page is 50 cents extra.

### Fines and Fees for Lost and Damaged Materials

1. Once items have been kept 28 days past the due date, the item will be assumed to be lost and will be marked lost.
2. The library adds a processing fee to the cost of replacing any lost library materials.

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