

## **Prairie City Public Library Circulation Policy**

### **Applying for a Library Card**

You may become a registered borrower if you are a resident of Prairie City, rural Jasper County or a resident of a community participating in the Open Access Program. A photo id with a current verifiable address must be presented with your library card application. Address and phone number changes should be reported immediately. Persons under the age of 18 must have a parent or guardian present their id and sign the application for a library card.

### **Borrowing Privileges**

You are responsible for all materials checked out on your card. It is recommended that you do not lend your card to others. Borrowing privileges may be restricted due to overdue items or unpaid fines.

### **Loan Periods**

Regular library books may be checked out for a three week period. Audio books, magazines, subject kits and some reference materials have a two week loan period. DVDs have a two (2) day check out period. Items may be renewed once if no one else is waiting for that item.

### **Limited Check-Out**

New Patrons may have a maximum of three (3) items checked at any one time for the first two months, after getting their library card. After that time, as long as items have been returned and no fines assessed, the patron will be subject to our normal check-out limits.

Patrons that are not new to the library may check out (within reason) as many items as you wish, however, you are financially responsible for those items. (Patron households may only have two (2) DVDs checked out at any one time.

### **Renewals**

Library materials may be renewed once if no one else has placed a hold on the item. This may be done in person at the library, or by calling or emailing the library.

### **Interlibrary Loan**

If the library does not own the book you need, you may request it be borrowed from another library. There is a limit of three items per request. The patron making the request is required to have a current library card. There is a \$1/item fee to help offset the postage fees. The person borrowing the book is responsible for any overdue fines or replacement costs charged by the lending library.

### **Returns**

You may return borrowed materials at the circulation desk or in the outside drop box

**Overdue and Lost or Damaged Items/Fines and Fees**

Library materials (excluding DVDs): \$.15 per item per day

DVDs \$1.00 per item per day

Lost items or damaged items: Borrower is responsible for the cost of the item plus a \$3.00 processing fee.

**Purchase Requests**

If the library does not own an item that you need or would like to read, you may make a recommendation or request at the circulation desk. The request will then be considered for purchase. Not all requests are filled. Once any requested material is purchased and cataloged, it will be held for you at the circulation desk. A staff member will notify you by telephone when it is available.

**Reserves/Holds**

If the item you want is currently checked out, you may place a hold on the item. A staff member will call you when the requested item is available. Once you have been notified, it will be held for three days at the circulation desk. If the item is not picked up, the next person on the reserve list will be contacted.

**June 2012**

**March 2015**

**September 2016**

**November 2018**