

## SEWARD MEMORIAL LIBRARY CIRCULATION POLICY

Equitable access to information of all types is a high priority of the Seward Memorial Library. Members of the public are welcome to use materials in the library, and those who are interested and agree to the policies listed here may borrow the resources of the library for use outside of the library.

### A. Membership Information

Borrowing privileges are free to all residents of the City of Seward, Nebraska, upon full completion of the appropriate Board-approved application. Individual cards will be issued; families (adult / spouse or partner / dependent child / other legal ward) may be linked on the circulation computer system. The only exceptions to this are NebrasKard accounts; these will continue to list all family members on one account due to specific limits on their use set by the Library Board.

#### 1. Types

- a. City of Seward resident library cards are issued for a two-year period and may be renewed after staff checks that patron information is current.
- b. Any nonresident living in Seward County or any of the contiguous counties - Butler, Fillmore, Lancaster, Polk, Saline, Saunders or York - may support the library by purchasing a membership for \$25.00 per year or \$15.00 for six months.
  - 1) Membership fee is not refundable.
  - 2) Each non-resident membership covers one family consisting of, at most, an adult, their spouse or partner, their dependent child(ren), and other legal wards. If a family unit exists outside of this definition, the Library Director or the Library Board President may, upon request, determine their eligibility to use one non-resident account.
  - 3) Nonresidents who own or rent property within the city limits of Seward, Nebraska may, upon completion of the appropriate form, receive a free library card issued for a two-year period which may be renewed after staff ensures that property within city limits is still owned or rented by that cardholder.
- c. Courtesy (free) library cards may be issued in special circumstances.
  - 1) Courtesy cards are available to Seward County patrons 65 and over and must be updated every two years. The spouse or partner of a Courtesy Card holder may also receive a Courtesy Card even if they have not yet turned 65.

- 2) Courtesy cards may be issued at no cost to county businesses or organizations that act on behalf of patrons who are generally unable to access library resources for themselves. Examples include but are not limited to schools, residential or retirement centers, group homes, and extended care facilities.
  - a) Each facility must have a representative sign an agreement promising restitution in the case of lost or damaged items and must provide to the library a current list of employees who have approval to use the card.
  - b) Courtesy cards may not be issued to or used by staff members for personal reasons.
  - c) All library policies, including circulation periods, fines, etc., apply.
- d. Concordia University students, after producing a current CU ID card and completing the appropriate Library Board approved application form, may receive a Seward Memorial Library card at no cost. This application form indicates that Concordia University will take measures to ensure that all materials belonging to this library will be returned by their students. These student accounts will expire every September 1<sup>st</sup>, no matter when the original card is issued
- e. NebrasKard is a statewide program that encourages Nebraska libraries to participate in reciprocal borrowing arrangements for the benefit of libraries and library users.
  - 1) Patrons from libraries who participate in NebrasKard may apply for a free Seward Memorial Library card upon showing their current library card with a dated NebrasKard sticker. NebrasKard patrons are limited to having 25 items checked out at any one time after receiving their Seward library card in the mail and are subject to all other rules of Seward Memorial Library. NebrasKard accounts may not have access to all online databases of the library (other restrictions may apply). Only one member of a family may request a NebrasKard account.
  - 2) Seward Memorial Library patrons in good standing may request a NebrasKard sticker for their library card for use at participating libraries in the state. Nonresident applicants must pay an additional \$15 for the sticker per the NebrasKard program guidelines.
- f. Temporary Accounts may be issued to those who are in Seward County for a short time. Examples might be those visiting relatives or working a seasonal job in town. Both a temporary and permanent address must be provided, and a limit of three items at a time may be checked out using a Temporary

Account, which is valid for three months. Access to some resources may be limited for this type of account.

Temporary accounts for those inside the city limits of Seward are free; those for patrons temporarily residing in Seward County cost \$15 for three months. Only one three-month account may be activated per year. Any exceptions must be approved by the Library Director or the Library Board President.

## 2. Applications

- a. To check out material, all borrowers must display a current library card or have their digital image on file.
- b. To create a library account, a patron must complete a Board-approved application. A library card will be mailed to the listed address. When the patron brings the card back to the library, their digital image will be added to the computer.
- c. Applications for library cards require patrons to share their name, mailing address (and residence if different), phone, e-mail address, and if applicable, employment and/or school. A reference with a different address and phone number is also required. A signature indicates that the patron agrees to abide by the rules and regulations of the Seward Memorial Library.
- d. In addition, all applicants age 16 and over must show a photo ID to staff. Applicants ages 8-15 must have a parent or legal guardian sign their application and show their photo ID to staff. Children under age 8 will be included with their parent or legal guardian's account.
- e. Library accounts must be renewed in person.
- f. New applicants are limited to having three items checked out at any time until their permanent library card is received.

## B. Loans and Reserves

### 1. Procedures

- a. All loan periods shall be established by the Library Director with approval of the Board. The standard loan period is four weeks with no grace period. If an item has no one waiting for it, it can be renewed for up to two more loan periods.
- b. Items which are not circulated because of frequent in-house use or inability to be replaced include: reference materials, genealogical materials, newspapers or newspaper microfilm, the newest issues of periodicals or periodicals more than ten years old, or other items as determined by the Library Director.

- c. No patron may have more than 50 items checked out at any one time unless they have received special permission from the Library Director.
- d. Reserves may be placed on items currently not available because they are in circulation or are not yet published or received. In addition, reserves for new releases by popular authors may be automatically created using the Reserve Express feature of the online catalog.
- e. Patrons may place reserves on items that are on the shelf. However, consistent overuse of this feature (10 per day or more) may result in limitations being placed on that individual library account. In addition, pulling these items for patrons will be done only as staff time allows. If another patron in the library desires to check out the reserved item before staff can pull it from the shelf, the reserve is deferred.
- f. If a patron is unable to physically come to the library to pick up library material, members of their immediate family that are linked to their account on the library circulation system will be able to pick up those items. If a patron wishes for someone else to pick up a reserved item, the patron must call the library each time to give permission for this to happen. Patrons may not give permission for others to use their account for checking out, but only to pick up reserved items. Violation of this policy may result in suspension of the original account.

## 2. Overdue Materials

- a. Items still checked out on their due date will be automatically renewed twice, if allowed. Daily overdue fines are not assessed by Seward Memorial Library, except on 14 day items, interlibrary loan items and other materials identified by staff. Fine rates are determined by the Board.
- b. Patrons receive notification when item(s) is due in three days. If necessary, additional notifications are sent at three, seven, and twenty-one days past due. After the third overdue notification, the cost of the overdue item(s) is assessed to their account and patrons are informed of actions required to clear their account.
- c. Any item(s) still checked out to a patron 29 days past its final due date will result in a letter from the City informing the patron of further actions to be taken to retrieve the material. If the overdue item(s) is returned undamaged at this point, only the replacement charge(s) will be removed.
- d. Patrons who accrue \$5.00 or more in replacement costs or fines shall be restricted from using their account until all issues are resolved.
- e. Prior to any legal action, every attempt will be made to recover overdue materials directly from the patron.

### C. Replacement of Lost/Damaged Materials

1. Replacement of damaged material is the responsibility of the patron who last had the item checked out. Patrons may either replace the lost or damaged item with a new copy of the same title in the same format, or pay for the replacement of the item using the cost entered on the item's catalog record. Payments for lost items will be credited to the appropriate budget line to allow for a new purchase to be made.
2. Book and a/v materials are valued at full cover price, which may be found on the item's catalog record. If this is not available then the full cover cost from the replacement's vendor will be substituted.
3. Magazine issues are valued at \$5 each.
4. Cases for audio/visual materials and other accessories are valued at \$1 each.
5. Replacement of lost material is the same as for damaged material. However, if the patron feels the item(s) may turn up they should be renewed until the maximum is reached, then moved to Lost as per the procedures manual. The patron will then have 3 months before restitution is required.
6. No return of donated material or money will be made, even if the original item is found.

### D. Library of Things Circulation

The following shall apply to the use of all material included in the Library of Things collection:

1. Equipment may be checked out by patrons with accounts in good standing, unless otherwise prohibited. Parents may request that their children not be given access to this collection.
2. One renewal will be allowed as long as no one else has reserved the item(s).
3. Staff may reserve item(s) for patrons ahead of date needed.
4. Patrons with overdue materials may be prohibited from checking out Library of Things items.

### E. Interlibrary Loan

1. Borrowing Items
  - a. The Seward Memorial Library will use the most efficient means of interlibrary loan available for its patrons to insure speedy delivery of requested titles.

- b. Patrons are required to pay for the return postage (rounded to the nearest quarter) of the items received, whether or not they check the items out. In addition, the patron must pay for any assessed costs of obtaining an item through interlibrary loan (rental, copies, fees, etc.) which go beyond budgeted staff and online time.
  - c. Because of the potentially high costs of replacing interlibrary loan items, patrons are limited to having no more than five ILL items out at any given time. Up to five additional ILL items may be ordered and held at the library to be available to patrons upon the return of the first items.
  - d. Patrons who lose materials received through ILL will be required to pay the fine or replace the item according to the policies of the lending library.
  - e. Patrons using the ILL service at the Seward Memorial Library must have a Seward Memorial Library card in good standing and must sign an ILL borrowing contract which will be kept on file at the library.
2. Lending Items
- a. Requests will be taken over the phone, from electronic mail, via the FAX machine, through the mail, or via the OCLC network.
  - b. The circulation period will be 4 weeks, with one renewal allowed when the item is not on reserve.
  - c. Borrowing libraries will be expected to reimburse the full cost of the item if it is not returned within 2 months of the due date.
  - d. Fines shall not be assessed.
  - e. All other circulation policies apply to ILL.

F. Confidentiality of Library Records

- 1. State law stipulates confidentiality of library records, i.e. Law 84-712.05, "Records which may be withheld from the public", states that "The following records, unless publicly disclosed in an open court, open administrative proceeding or open meeting or disclosed by a public entity pursuant to its duties, may be withheld from the public by the lawful custodian of the records : . . .(11) Records or portions of records kept by a publicly funded library which, when examined with or without other records, revealed the identity of any library patron using the library's materials or services."
- 2. It is the policy of the Seward Memorial Library to maintain complete confidentiality of all library circulation records.