

CIRCULATION OF MATERIALS

Registration of Customers

All residents of McCracken County and Western Kentucky are eligible for a free library card. Card registration is valid for one year. At expiration, contact information is verified. A courtesy replacement card is available at the time of the renewal. At any other time, replacement cards are available for \$2.

Approved by the Board of Trustees

7/25/17

In order to receive a card, proof of residence must be established by providing one of the following:

- Government-issued ID, such as driver's license or ID card with current address
- Current property tax receipt
- Letter confirming your residence at a local short-term residential facility
- Printed lease/contract for deed/deed
- Utility bill or piece of mail in your name, received within the last month
- A check with your current address

If none of these is available, the Library can take an application and send a postcard to the address provided. Upon return of the postcard, the library card will be issued.

Approved by the Board of Trustees

8/22/17

As a security device to help protect the patron from fraudulent use of their library card, staff will obtain a photograph of each card applicant to go into the library's database. Liability for misuse may be avoided by reporting lost or stolen cards immediately.

All items checked out on a library card are the responsibility of the individual owning the card.

In case of illness or disability McCracken County residents may designate another individual to pick up materials using their library card. This permission will be granted on a case by case basis, must be approved by a manager, and can be revoked.

Patron records should be kept current by informing the library of any changes in personal information such as name or address change.

Reciprocal Borrowing Agreement

Residents of the following counties are eligible for a free McCracken County Public Library card: Ballard, Caldwell, Calloway, Carlisle, Christian, Crittenden, Fulton, Graves, Hickman, Livingston, Lyon, Marshall, Trigg, Union and Webster. To receive the card, potential patrons must submit the District Library card application; this will be sent to the home county library to approve or disapprove.

Approved by the Board of Trustees

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Non-Resident Library Cards

Non-resident library cards are available to those who do not live in or own property in McCracken County or Western Kentucky. The fee for this card is \$60 per year. Non-resident cards are only for use by the individual whose name is on the card and is non-transferable.

Digital Services Card

A Digital Services card, offering access to the library's in-house computers, databases and e-media, is available to those who are ineligible for a free library card. Those eligible for a Digital Services card would include temporary residents, McCracken County students with a signed permission form, Kentucky residents living in counties other than those where the library has reciprocity and residents of Massac County, Illinois.

A Digital Services card may be changed into a regular library card if the user becomes eligible for a free card, or pays the non-resident fee. Patrons who have a McCracken County Public Library card already in the system are not eligible for a Digital Services card.

Approved by the Board of Trustees

December 6, 2017

Juvenile cards

Children ages 5 and up who are residents of McCracken County or Western Kentucky are eligible for a free library card. A parent or guardian must sign a statement of responsibility for children under the age of eighteen (18).

GENERAL CIRCULATION

The general checkout period for all material types is three weeks, with one three week renewal available. Items with holds are checked out for two weeks and no renewals are allowed.

Items types may be checked out in the following quantities:

Item Type	Check Out Limit
Books	Unlimited
Audiobooks	Unlimited
DVDs	5 at a time
BluRays	5 at a time
Video Games	5 at a time
Music CDs	5 at a time
Magazines (except current issues)	Unlimited

Hold

Hold pickup notices may be sent by text, email or mail. Reserved items remain on the hold shelf for seven (7) days.

Overdue Items

Overdue fines are \$0.10 per item per day overdue, up to a \$10 maximum. Fines over \$10 will block an account from use. Library privileges will be revoked if overdue materials are not paid for.

Upon notification from the library to return library materials, any willful failure to return library materials after such notice will give rise to presumption of intent to deprive the library of its property and is subject to prosecution under KRS 415.030.

Lost or Damaged Materials

Items lost or damaged beyond reasonable repair must be paid for at the initial cost of the item. If a patron returns the lost item with a receipt for payment dated with 30 days, a refund for this fee (minus the maximum overdue charge) can be issued by a mailed check.

The patron is responsible for alerting the staff to an item that is damaged at checkout.

A processing fee of \$5 will be charged for items returned with a missing or damaged case, artwork, barcode, or book cover.

Library Credit Account

Patrons may add money to a library credit account, up to \$10 maximum. This account may be used for library overdue fines only, and no withdrawals may be made.