

## **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**

**8/22/17**

### **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 within 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.

Missing parts will be charged replacement costs:

--Artwork/ book covers	\$5.00
--Cases	\$5.00
--Library barcodes	\$2.00

### **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.

## **Privacy of Library Circulation Records**

The circulation records of the McCracken County Public Library are to be considered confidential regardless of the source of inquiry. Circulation records shall not be made available to anyone except pursuant to such process, order or subpoena as may be authorized by law. Upon receipt of such process, order or subpoena, consultation may be made with the Library's legal officer to determine if such process, order or subpoena is in good form and if defects are noted. Insistence shall be made that such defects be cured before any records are released. The legal process requiring the production of circulation records shall ordinarily be in the form of subpoena duces tecum (bring your records), requiring an employee of the Library to attend court or the taking of a deposition and may require the employee to bring along certain designated circulation records. The Library Director may release circulation records without process, order or subpoena if in his/her judgment a condition of grave emergency exists which can be remedied by the release of such circulation records. Any problems or conditions relating to the privacy of circulation records which are not provided for in this policy statement shall be referred to the Library's Director for resolution.

## **INTERLIBRARY LOAN**

McCracken County cardholders in good standing are eligible for use of Interlibrary Loan (ILL), as this is an efficient, cost-saving way to address specific but limited patron interest. ILL is available without charge to the patron. A \$5 processing fee will be charged to the patron for each item requested and not picked up.

The checkout period for items obtained through ILL is 21 days. ILL items may not be renewed. Charges for lost or damaged ILL material, and any processing fees, are set by the lending library.

Occasionally items may be borrowed through ILL for in-library use only. The lending library will determine if its materials are not for circulation, and the McCracken County Public Library will honor their request, requiring such items to be used at the library only.

The due date for ILL items appears on your checkout receipt and/or your online patron account only. Paperwork from the lending library, book jackets, stickers, or other processing materials may contain other due dates that the McCracken County Public Library will not honor.

Materials attained by Interlibrary Loan belong to another institute and are generously lent to this library's patrons. Any unreturned ILL material will result in the borrower's card being suspended until the material is returned or the fine book not returned attained through ILL will cause the borrower's card to be suspended until the material is returned or the fine and cost of reimbursement is paid.