

CIRCULATION/SERVICE POLICY

Proposed 2009

Revised 2012, May 2013, October 2016, July 2018, July 2021

OBTAINING LIBRARY CARDS

The service area of the Mabel C. Fry Public is Canadian County, Oklahoma. Only authorized library staff may issue a card to a patron. Library Cards must be renewed every two years to prevent expiration. Cards that have been expired for seven (7) years will be deleted. Patrons will have to reapply for a new card if their account has been deleted.

Library cards can be obtained in person at the library or an event outside the library. They may also be completed online. Once the online application has been processed the library card, the physical card will be mailed if the patron has not picked up the card in 2 business days.

ADULT LIBRARY CARDS

Any person who lives, teaches or attends school, or owns property in Canadian County may apply for a free library card. Photo identification and proof of Canadian County residency is required.

People who do not meet the residency requirement may obtain a library card for a non-refundable annual fee of \$10.00 per family, payable in advance with photo identification and proof of address. Library cards will only be issued to residents of the state of Oklahoma. However, temporary cards may be issued to individuals who will be living/working in Oklahoma for an extended, temporary, time period.

CHILDREN'S LIBRARY CARDS

To obtain a library card for children under 18 years of age, the parent or legal guardian and the child must be present at the time of application. The parent/legal guardian's signature is required on the library card application. Additional information required includes the child's birth date and the adult's photo identification and proof of Canadian County residency. The parent/legal guardian is legally responsible for any fees incurred by children under the age of 18. Children must be in kindergarten or older to receive a library card. Upon reaching the age of 18, the patron must update his/her information and have library staff change his/her status to an adult.

CIRCULATION OF LIBRARY MATERIALS

Library materials listed as circulating in the Library's catalog will be loaned to patrons with a valid card. Patrons with less than \$5.00 in fines/charges are eligible to borrow materials and access online resources. Patron cards with \$5.00 or more in fines/charges are invalid until the amount due is below \$5.00.

CHECKOUT LIMITS

Patrons may have a total of twenty five (25) items checked out on their account. This excludes Playaway Launchpads and Learning Kits which have a limit of one of each category per adult card. Also, there is a limit of five (5) DVDs/Blue Rays per card. All items check out for fourteen (14) days except for Inter-library loan items, which have special due dates determined by the lending library.

OVERDUES AND FINES

An item is overdue if not returned by the due date. Fines are \$0.10 per item, per day for all items. The maximum fine charged for overdue items to each library card is \$5.00. Items returned that have been withdrawn from the collection will be charged the maximum \$5.00 fine. Patrons with items that have not been returned for two and one-half (2 ½) years will automatically be charged the cost of the items. Fines do not accumulate when the library is closed. In an attempt to retrieve overdue materials, the library may notify patrons of overdue items either by phone, mail, email, or text message.

The Mabel C. Fry Public Library uses a third party collection agency to secure unreturned materials and outstanding charges from customers who have not responded to notices. Accounts with items 45 days overdue and owing \$50.00 or more in charges are turned over for collection. A \$10.00 processing fee is added to any account submitted for collection. (See [Appendix B](#), Oklahoma State Statute 21-1739 Library Theft).

DAMAGED AND LOST ITEMS

Patrons are responsible for any loss or damage to library materials incurred while an item is checked out on their card. If a patron loses an item or returns an item with damage that prevents the material from being returned to circulation, they may supply an exact replacement of the item lost or damaged or pay the cost for the item. Overdue fines for damaged/lost items are waived when the patron pays the replacement cost of those items. The Library is not responsible for damages to personal audio-visual/computer equipment used with library materials. Damaged items will be held on a damaged shelf for a minimum of one year. After that time, photographs will be taken of the damage and the photographs and damage slip will be attached to the patron account and the material disposed of.

A patron who returns items with damage or infestation due to roaches, bed bugs or any other pests, may be charged for the materials if they are beyond treatment.

RENEWALS

The maximum number of renewals for regular circulating items is two (2) times. Items that have holds/reserves, or that have reached the maximum fine of \$5.00 may not be renewed. Renewal dates are from the date renewed, not the original due date. Renewals can be made in person, on the library web page, and by phone. Renewals may be made from the web page the day before the items are due or earlier, if the patron has no overdue materials and less than \$5.00 in fines. All materials will automatically renew, up to the renewal limit of two (2) times unless the item is on hold. This occurs on the due date. The patron will be notified of the renewal by text or email if that option is enabled on their account.

RESERVES/HOLDS

Any patron with a valid card may reserve library materials. Reserves can be made in person, by phone or on the library web page. Reserves made from the web page will be processed by library staff on the next open business day. Patrons will be notified by the method selected on the library card application. Items will be held for the patron for one (1) week.

INTERLIBRARY LOAN REQUESTS

All patrons with a valid card may borrow materials from other libraries through the Interlibrary Loan service. Interlibrary loan services will place two (2) requests per patron per month, one request at a time. Patrons are responsible for any additional charges incurred with the request. All items borrowed through Interlibrary Loan will be valued at no less than \$50.00. This is to insure that patrons who do not return Interlibrary Loan materials will be sent for third party collection for additional assistance in getting the item(s) returned. Additional charges may include overdue materials, processing fees, rental fees, collection fees, photocopy charges, replacement costs, and fees associated with lost or damaged items.

Library Board Approval 1/18/2012
Revised 1/19//2012, 5/9/13, 10/16, 7/15/18

Appendix A OPERATIONAL DEFINITION OF CANADIAN COUNTY RESIDENCY

All applicants for a Mabel C. Fry Public Library borrower's card are required to furnish photo identification and proof of address. Any person who lives, works, attends school or owns property in Canadian County will be considered a resident and eligible for a Mabel C. Fry Public Library borrower's card at no charge. Library cards will only be issued to residents of the state of Oklahoma. A temporary card may be issued to an individual who will be living/working in Oklahoma for an extended, temporary, time period.

Acceptable proofs of county residency include:

- Driver's license with current street address
- Current vehicle insurance verification listing Canadian County
- Personal check with printed name and street address
- Voter registration card
- Utility bill or receipt within past 30 days with name and address
- Any first class, stamped piece of mail with name and address postmarked within the past 30 days
- Current Canadian County/Yukon telephone directory
- Current Canadian County property tax statement
- Current payroll stub from a Canadian County business

Any Oklahoma resident not meeting the "Operational Definition" of a Canadian County resident will be charged a non-refundable annual fee of \$10.00 to receive a Mabel C. Fry Public Library borrower's card. The fee will also cover the borrower's immediate family.

Appendix B
Oklahoma Statute title 21, sec.1739

A. As used in this section:

1. "Library facility" means any:
 - a. Public library; or
 - b. Library of an educational, historical or eleemosynary institution, organization, or society;
or
 - c. Museum; or
 - d. Repository of public or institutional records.
2. "Library material" means any book, plate, picture, photograph, engraving, painting; drawing, map, newspaper, magazine, pamphlet, broadside, manuscript, document, letter, record, microform, sound recording, audiovisual materials in any format, magnetic or other tapes, catalog cards or catalog records, electronic data processing records, computer software, artifacts, or other documentary, written or printed materials regardless of physical form or characteristics, belonging or on loan to, or otherwise in the custody of a library facility.
3. "Demand" means either actual notice to the possessor of any library materials or the mailing of written notice to the possessor at the last address of record which the library facility has for said person, demanding the return of designated library materials. If demand is made by mail it shall be deemed to have been given as of the date the notice is mailed by the library facility.

B. Any person shall be guilty, upon conviction, of library theft who willfully:

1. Removes or attempts to remove any library material from the premises of a library facility without authority; or
2. Mutilates, destroys, alters or otherwise damages, in whole or in part, any library materials; or
3. Fails to return any library materials which have been lent to said person by the library facility, within seven (7) days after demand has been made for the return of the library materials.

C. A person convicted of library theft will be guilty of a misdemeanor and shall be subject to the fine and restitution provisions of the subsection but shall not be subject to imprisonment. The punishment for conviction of library theft shall be:

1. If the aggregate value of the library material is Five Hundred Dollars (\$500.00) or less, by fine not exceeding One Thousand Dollars (\$1,000.00), or the offender shall make restitution to the library facility, including payment of all related expenses incurred by the library facility as a result of the actions of the offender, or both such fine and restitution; or
2. If the aggregate value of the library material is greater than Five Hundred Dollars (\$500.00), by fine not exceeding Ten Thousand Dollars (\$10,000), or the offender shall make restitution to the library facility, including payment of all expenses incurred by the library facility as a result of the actions of the offender, or both such fine and restitution.

D. Copies of the provision of this section shall be posted on the premises of each library facility.
Added by Laws 1988, c. 112-1 eff. Nov. 1, 1988.