

CIRCULATION/SERVICE POLICY

Proposed 2009

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OBTAINING LIBRARY CARDS

The service area of the Mabel C. Fry Public Library 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 at an event outside the library. They may also be completed online. Once the online application has been processed for the library card, the card number will be sent to the email address provided on the application by the patron. Patrons who obtained cards through the online application may visit the library to have a physical card printed for them.

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. Temporary cards are issued for a six (6) month period and may be renewed for an additional six (6) months if the temporary living/working arrangement is extended. Temporary cards will need to show proof of temporary residency such as a short term rental agreement or other acceptable document.

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 four (4) years old 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. All child/minor cards must be connected to a responsible parent/guardian's library card. The connected adult card holder is responsible for all lost and damaged materials on the child's account.

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

For the first check out on their new card, patrons may check out a total of three (3) books, audiobooks, or movies. After their initial check outs are returned, patrons may have a total of twenty-five (25) items checked out on their account. This excludes Playaway Launchpads, Tonieboxes, and Learning Kits which have a limit of one (1) of each category per adult card. Tonie figures are limited to three (3) per adult card. Also, there is a limit of five (5) DVDs/Blue Rays per card. Most items check out for fourteen (14) days. Exceptions are children's holiday books which check out for seven (7) days and 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.-Patrons with items that have not been returned for one (1) year will automatically be charged the cost of the items. In an attempt to retrieve overdue materials, the library may notify patrons of overdue items either by phone, mail, email, or text message. Late fines will be charged on items borrowed through Interlibrary Loan. Fines are \$0.10 per item, per day for interlibrary loaned items. The maximum fine charged for overdue interlibrary loan items to each library card is \$5.00. Fines do not accumulate when the library is closed.

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 30 days overdue and owing \$50.00 or more in charges are turned over for collection. A \$13.00 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. The Library is not responsible for damage to personal audio-visual/computer equipment used with library materials. Damaged items requiring replacement 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.

When a patron returns an item that is damaged but repairable or has had bar codes and/or RFID tags removed, a \$5.00 fee may be charged to cover the cost of labor and materials necessary to repair the item.

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 number of renewals 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's online catalog. Reserves made from the online catalog 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. Experience passes are on a first come first serve basis. Patrons may call ahead to see if an experience pass is available and a one (1) hour hold to allow the patron to check out the pass. If the pass is not picked up in one (1) hour, it will return to the shelf to become available for checkout.

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 ensure 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.

Patrons who fail to pick up or to notify the library staff, more than one time, that they no longer need an Interlibrary Loan item will be charged \$5.00 for returning postage and processing costs. Customers must notify library staff within three days of submitting an Interlibrary Loan request form that they no longer need the item requested in order to avoid being charged postage and processing costs.

Additional charges may include overdue fees, processing fees, rental fees, collection fees, photocopy charges, replacement costs, and fees associated with lost or damaged items. Charges must be paid before any future requests are processed.

Appendix A OPPERATIONAL 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, teaches, 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 identification from a Canadian County school

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.