

LIBRARY OPERATIONS POLICIES

CIRCULATION POLICY

Adopted: 02.16.2015 | Revised: 01.19.2021

I. LIBRARY CARDS

Every resident of Finney County is eligible for a free library card account regardless of age. Residents of Kearny, Wichita, Scott, Lane, Ness, Hodgeman, Gray, Haskell, and Grant counties are eligible for a free library card.

Non-Finney County, Kansas residents or those that do not qualify for a free library card may obtain cards for an annual fee of \$15.

Regulations:

1. Photo identification and proof of current physical address are required.
 - a. Acceptable forms of current identification include:
 - Driver's license
 - Federal, state or local government ID card
 - Passport
 - School ID card
 - U.S. Military card
 - Permanent Resident Card / Alien Registration Receipt Card / Consulate ID
 - b. Acceptable proof of current physical address includes:
 - Department of Public Safety ID
 - Personalized check, savings passbook, bank or credit union statement
 - Current utility deposit receipt or utility bill
 - Voter Registration Card or notarized temporary voter registration permit
 - Official rent receipt; rental agreement, contract or lease
 - Mail postmarked within the last 30 days (if none of the above is available)
2. Internet Guest cards are available for an annual fee of \$10.00.
 - Per day Internet charge \$3.00 without Library or Guest Card after 1 guest pass per day
3. Library cards expire on the following schedule:
 - Finney and all adjacent County Residents: 3 Years
 - All other cards: 1 Year

For library card renewals, a current ID must be presented and the account must be in good standing.

4. Cards for Children:

- a. There is no minimum age for obtaining a library card.
- b. Parent or legal guardian must present his/her photo identification and proof of current address for cards issued to children 17 and under.
- c. Parents or legal guardians are responsible for items checked out by their minor children.
- d. If applicable, parent or legal guardian’s Library Card must be in good standing to sign a child up for a card.
- e. Temporary Cards are available for children 17 years old and younger (2 items/3 month max) when necessary.

II. LOAN GUIDELINES

Library users are assured of fair and equitable access to all library materials.

Regulations:

1. **Loan of materials:** There is a checkout limit of 25 total items per library card

Item Type	Maximum Limit	Loan Period	Renewals – see below	Maximum Holds Allowed per Item Type
Books, Audio Books, Playaways	25	3 weeks	3 (excludes New Books)	15
DVDs	5	1 week	1	5
Cake pans	5	3 weeks	1	3
Electronic materials	Varies	Varies	Varies	Varies
Video games	2	1 week	0	2

2. **Renewals**

Borrowed items will be renewed automatically three days before the due date, with some exceptions:

- Another user has requested it
- The item reached its maximum number of renewals
- The user’s account is blocked due to fines or fees of \$10.00 or more

3. **Holds:** The entire circulating collection is available to be placed on hold. When the item requested is available, the patron is notified that the material will be held for five (5) days. Patrons may place up to 15 holds per account.

4. **Suspension or revocation of borrowing privileges:** The Library Director may suspend or revoke borrowing privileges when fines are not paid, library material is not returned, or library policies are not followed.

5. **Equipment malfunctions:** The library is not responsible if a patron’s equipment malfunctions when playing media borrowed from the library.

- 6. Library Staff:** Library staff must check out all materials for personal use through circulation channels in accordance with the policies established for all library patrons. Staff is responsible for any damage charges incurred on their personal account.

III. FINES AND FEES

All cardholders are responsible for materials borrowed on their card. The Library Director may impose and collect fines for the infringement of the established rules and regulations and may suspend or revoke the borrowing of any book or other material by a cardholder who has failed or refused to pay any fine or to return any book or other material by the due date set by the Library Director.

Regulations:

1. A library card becomes delinquent when the charges on the account reach \$10.00. Privileges are suspended until the total charges owed are less than \$10.00.
2. Library Supervisors have the option of waiving or reducing a charge if they feel extenuating circumstances so warrant.
3. All library debts are discharged when listed in a patron's bankruptcy.
4. Cardholders must inform the Library immediately if their library card becomes lost or stolen. Cardholders are held responsible for any items checked out and any fines incurred by the use of their library card prior to the card being reported lost or stolen. If a library card is reported as stolen, a police report (filed within 60 days of items being due) is necessary for the Library to waive related fees and replacement costs on items stolen from the patron or checked out on a lost/stolen library card. The Finney County Public Library is not responsible for any unauthorized use of a library card.
5. Patrons may be given a refund within 30 days of payment for lost items. Return of the library item in usable condition and proof of payment showing method of payment are required for a refund. Processing fees are non-refundable.

All cardholders are responsible for materials borrowed on their card and patrons are expected to return borrowed material on time and undamaged. The Library may impose and collect fines for the infringement of the established rules and regulations and may suspend or revoke the borrowing of any book or other material by a cardholder who has failed or refused to pay any fine or to return any book or other material by the due date set by the Library.

1. Email reminders, for materials due, may be sent as a courtesy of the library. Patrons are obligated to return their materials on time, even in the event reminder notifications are not received.

Fines Schedule: Addendum A