



Henderson County Public Library Circulation Policy

Registration requirements for obtaining a library card:

Adult cards

- Library cards are free to any resident or non-resident property owner in Henderson County and are issued immediately to patrons with proper identification. Proper identification shall be one of the following:
 - Current photo ID
 - Driver license
 - State issued identification cards
 - Student identification card (with photo)
 - Military identification card
 - Passport
 - Employee identification card (with photo)
- If the proper photo ID does not have a current Henderson County mailing address, one of the following items showing proof of residency is also required:
 - Utility bill
 - Phone bill
 - Property deed and/or lease
 - Property tax bill
- An individual who wishes to apply for a library card must be at least 18 years of age and must be legally responsible for him/herself. (Exceptions to this are legally emancipated minors (under age 18) or married minors (under age 18) upon the presentation of proper documentation.)
- There will be a \$5.00 replacement fee for each card that has been lost, damaged, or stolen.
- The cardholder is responsible for any item(s) checked out on his/her card, including lost, damaged, and/or stolen item(s).
- Patrons may use a photo ID in the event that they do not have their library card with them.
- No one is allowed to use another patron's card. (Exemptions from this may include patrons who are homebound, elderly, or disabled, and who rely on family members or friends to pick up items for them. Applications for this exemption must be approved by the Circulation Manager/Assistant Circulation Manager.)

Juvenile Cards

- Juveniles must be at least 5 years old to receive a library card and be accompanied by a parent or legal guardian who has a current library card in good standing (no fines).
- Juvenile cards are linked to the parent/guardian's account until the minor turns 18.
- The parent or legal guardian assumes all liability for the applicant.

Young Adult Cards

- Available to patrons 16 and 17 years of provided they are accompanied by a parent or legal guardian who has a current library card in good standing (no fines).
- Patrons that are 16-17 years old must have written consent of a parent or legal guardian in order to check out DVDs.
- Young adult cards are linked to the parent/guardian's account until the minor turns 18.
- The parent or legal guardian assumes all liability for the applicant.

Non-resident Cards

- Available to those who do not live or own property in *Henderson County*, but who live within the library's service area which includes western Kentucky, southern Indiana, and southern Illinois.
- A \$25.00 per person annual fee is required.
- Cards expire one year from date of issuance.
- Qualified non-residents who have paid their membership fee are eligible for all benefits of membership at HCPL.

Educator Cards

- Educator library cards are issued to teachers and other educators working in Henderson County.
- These cards offer extended borrowing periods and are intended to be used to checkout items for classroom instruction only.
- Cards must be renewed every school year with proper school documentation.

Internet Courtesy Cards

- Card allows patrons access to the public computers only.

Temporary Cards

- Cards are issued to temporary residents of Henderson County.
- Cards expire after six months and may only be renewed one time after the original expiration.
- Patron is limited to two items (total) per check out.

Materials, Loan Limits, Lending Period, & Fines

Patrons with valid library cards in good standing may checkout:

<u>Material</u>	<u>Quantity</u>	<u>Lending Period</u>	<u>Fine / Item / Day</u>
Books	20	3 weeks	10¢
Magazines	12	3 weeks	10¢
Books on CD	7	3 weeks	10¢
Music CDs	7	3 weeks	10¢
DVDs	7	7 days	\$1.00
Book Kits	2	6 weeks	\$1.00
Interlibrary Loan	4	(loan period set by lender)	(based on type - see above)

- First time borrowers are limited to two items the initial time they check out and each time they check out for their first seven (7) days.
- Borrowing privileges will be suspended when item(s) are lost, listed as one month overdue, fines have reached \$5.00, and/or fines are older than three months (90 days).
- Privileges will be restored once the item(s) are accounted for and/or fines are below \$5.00.
- Patrons who have fines in excess of \$40.00 will have their accounts turned over to a collection agency. A \$10.00 nonrefundable fee to cover the library's expense will be added to patron's account.
- Patrons whose accounts have been sent to a collection agency will have their borrowing privileges revoked and may not check out items until the fine has been paid in full.
- Patrons who owe \$50.00 or more may not use the public computers until the fine balance is under \$50.00.

Interlibrary Loan

Interlibrary Loan (ILL) is a service whereby a user of one library can borrow items that are owned by another library. The guidelines for ILL at HCPL are as follows:

Lending

- We will loan all items that are open to circulation with the exception of items that are flagged as "new" to the collection and not available for holds by our patrons.
- Items that have become damaged beyond repair or lost while in the custody of a borrowing institution will be charged to that institution. Institutions that have open invoices will not be allowed additional borrowing until the balance is paid in full.
- The lending period for books, audio books, and music CDs is seven (7) weeks.

- The lending period for DVDs is three (3) weeks.
- Lending preference will be given to borrowing institutions within Kentucky. Loans may be made to institutions throughout the United States with approval from the Library Director. International lending will not be allowed.

Borrowing

- Patrons of HCPL in good standing may request up to four (4) ILL items at a time free of charge.
- Patrons under the age of 18 require a signed consent from a parent or legal guardian to participate in ILL.
- All items requested through ILL are the responsibility of the borrowing patron. Patrons with overdue items, replacement cost fees, or overdue fines may not borrow additional ILL items until their items are returned and/or the fines are paid.
- Overdue fines for ILL items are 10¢ per day per item for all items except for DVDs and Blu-Rays which are \$1 per item per day.

Reserves

- Reserves may be placed in person, by phone, or online.
- A patron will be notified by phone, text message, or email when reserved item(s) are available.
- Reserved item(s) will be held for three business days.
- The Library Director, in consultation with the Circulation Staff, may develop additional guidelines to govern reserves as the need arises.

Renewals

- Most items may be renewed up to two times in person, by phone, or online.
- Items more than five (5) days overdue may not be renewed.
- Items on reserve for another patron may not be renewed.
- The Library Director, in consultation with the Circulation Staff, may develop additional guidelines to govern renewals as the need arises.

Lost and Damaged Items

- Patrons will be charged the retail price for lost items.
- Fines will be assessed for damaged items based on the amount of damage (See the HCPL Fine/Fee Schedule).
- Patrons are charged either cost of the lost or damaged item or the overdue fines, whichever is less.
- Replacement items may be accepted upon approval by the Library Director in lieu of the replacement cost of the item, but in such cases the item must be in new condition and match exactly the bibliographic item record. A processing fee will also be charged.
- The library is not responsible for personal equipment damaged by library items.

Overdue notification

- Patrons will receive notice when any item is overdue.
- First notice will be given when item(s) are 3 days overdue (by text, email, phone).
- Second notice will be given when item(s) are 13 days overdue (by text, email, phone).
- Third notice will be a mailed when item(s) are 21 days overdue. (regular mail)
- When any item is 30 days overdue, it becomes “lost” and a bill for replacement cost will be mailed to the responsible party.
- A notice for unresolved charges will be mailed 7 days after the fines are assessed (marked lost or item(s) returned with fines) and if fines are greater than or equal to \$40.00.
- If a patron owes \$40.00 or more 17 days after the fines are assessed, he/she will be sent to collections.
- When items are returned, the maximum fines assessed will be either the cost of the item or the overdue fines, whichever is less.
- If item(s) are not returned, a patron will be charged the replacement cost only.

Fees:

All fines and fees of the Henderson County Public Library District are subject to change at any time without prior notice. (See the current HCPL Fine/Fee Schedule)

Adopted by the Henderson County Public Board of Trustees: July 11, 2013
Reviewed and amended: October 8, 2015
Reviewed and amended: October 13, 2016