



## Henderson County Public Library Circulation Policy

Registration requirements for obtaining a library card:

### **Adult cards**

- Library cards are free to any resident, Henderson County property owner, employed full-time in Henderson County, or full-time student 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
  - Proof of enrollment (non-resident students)
  - Proof of employment (non-resident employees)
- 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 \$2.00 replacement fee for each card that has been lost, damaged, or stolen.
- The cardholder is responsible for any item(s) checked out on their 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 3 years old to receive a library card and be accompanied by a parent or legal guardian.
- 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 old provided they are accompanied by a parent or legal guardian who has a current library card.
- Patrons that are 16-17 years old must have written consent of a parent or legal guardian in order to check out DVDs, Blu-rays and video games.
- 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.

### **Student Digital Access Cards**

- Available to students (ages 8-17) in Henderson County who have a consent form signed by their parent or legal guardian.
- This card may stand alone or link with an existing Juvenile or Young Adult Card.
- This card gives access to all online resources that are available to patrons of the library and to public terminals inside the library.
- Children under the age of 11 must be accompanied by an adult inside the library at all times (see the HCPL Safe Child Policy).
- The library complies with the Child Internet Protection Act (CIPA), however, even the best filtering measures will not block everything that may be considered offensive and parents may wish to supervise their child's internet sessions. (see the HCPL Internet Computer Network Policy).
- The student must comply with the Internet Computer Network Policy. The student's parent or legal guardian assumes all liability for the misuse of the card.
- Digital Access Cards may be issued even if current unpaid fines exist on circulation accounts associated with the applicant and/or parent/guardian.

### **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. The annual fee will be waived for individuals who are either enrolled full-time in an educational program in Henderson County or are employed full-time in Henderson County.
- Cards expire one year from date of issuance.
- Qualified non-residents who have paid their membership fee, shown documentation proving enrollment in an educational program in Henderson County, or provide proof of employment by an educational institution in Henderson County are eligible for all benefits of membership at HCPL.

### **Educator Cards**

- Educator library cards are issued to teachers and other educators working or residing 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, Renewals, & Fines**

Patrons with valid library cards in good standing may checkout:

<b><u>Material</u></b>	<b><u>Quantity</u></b>	<b><u>Lending Period</u></b>	<b><u>Renewals</u></b>	<b><u>Fine / Item / Day</u></b>
Books	20	3 weeks	2	N/A
Magazines	12	3 weeks	2	N/A
Books on CD	7	3 weeks	2	N/A
Music CDs	7	3 weeks	2	N/A
Movies/TV Shows	7	7 days	2	N/A
Video Games	3	7 days	2	N/A
Mobile Hot Spot	1	7 days	2	\$5.00

<u>Material</u>	<u>Quantity</u>	<u>Lending Period</u>	<u>Renewals</u>	<u>Fine / Item / Day</u>
Mobile Scanner	1	7 days	2	N/A
Book Kits	2	6 weeks	2	N/A
Interlibrary Loan	4	(loan period set by lender)	(dependent on lender)	(based on lender)

- 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, and/or damaged.
- Privileges will be restored once the item(s) are paid for or returned.
- 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.

**Interlibrary Loan (ILL)**

The Library will borrow material we don’t own from other libraries. This is a method of sharing resources among libraries to supplement local collections. Library materials of all types may be requested. Delivery time cannot be guaranteed. 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 and Blu-rays is three (3) weeks.
- Lending preference will be given to borrowing institutions within Kentucky. 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 set by the lending library.
- Patrons who fail to pick up ILL items that they have requested in a timely manner will lose ILL borrowing privileges for a period of six (6) months after the third time that ILL items are not picked up.

### **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.

### **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.

### **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).
- Replacement items may be accepted upon approval by the Circulation Manager in lieu of the replacement cost of the item, but in such cases the item must be in new condition. 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.

### **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)

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