

General Statement of Policy

A core service of the Library is to lend materials to patrons in order to help them meet their educational and recreational needs. The *Material Borrowing Policy* provides rules for patrons who wish to borrow materials, sets limits to ensure the most efficient use of limited Library resources, and details the Library's efforts to safeguard the collection and encourage the prompt return of materials so that others may benefit from their use. These regulations also serve to protect patron privacy as required by Florida Statute 257.261 (see *Confidentiality of Library Records* policy). Circulating Law Library materials at the Bay County Public Library have different loan periods and guidelines for use and are not subject to this policy.

Regulations

- a) In order to protect patron privacy and minimize unauthorized use, customers must have either their Library card or a photo ID in order to borrow materials. Staff may require further account information to verify identity. Library cards are preferred since they assure a faster checkout, reduce the possibility of data entry errors and allow patrons to use self-checkout machines where available.
- b) Circulating items may be borrowed from any NWRLS location and may be returned to any NWRLS location.
- c) Library materials designated as "Reference" or "In-Library use only" may not be borrowed.
- d) In order to borrow materials a customer's Library account must be in good standing. Good standing means:
 - A balance on the account of no more than \$5.00
 - A balance on a linked account, such as a minor child, of no more than \$5.00
 - No more than four (4) items overdue on the account or a linked account
 - No "Long Overdue" items
 - The account is not expired (accounts must be renewed every 12 months)
 - The account has not been manually blocked
- e) The Library may negotiate a payment plan to allow use of a card when blocked due to fines or fees above \$5.00. Patrons using a payment plan must pay a minimum of \$1.00 prior to checkout. The balance on the account must be under \$50.00 to borrow materials.
- f) There is a checkout limit of 20 items per card. Some locations have material type limitations (such as 4 DVDs) due to the limited number of materials available.
- g) The loan period for all circulating items owned or licensed by the Library is three (3) weeks. This includes eBooks and downloadable audio books accessible via the Library's website as well as physical materials. Interlibrary Loan materials are borrowed from other Library systems and the loan period for these items varies depending on the requirements of the owning Library.
- h) Items not on request for another patron may be renewed up to two times for an additional three (3) week period, except for Interlibrary Loan materials which can only be renewed if permitted by the lending library. Contact Interlibrary Loan staff to request renewals of those materials.
- i) Items owned by the Library but not currently available may be placed on hold. The Library will notify the patron when the item becomes available and it will be held at the selected Library for a minimum of three (3) days. There is a limit of 10 holds per patron.
- j) Hold items can only be checked out on the card of the patron who placed the hold.
- k) Overdue fines are charged to encourage the prompt return of Library materials. Fines are \$.10 per day, per item with a maximum of \$5.00 per item for all materials except Interlibrary Loans. Fines for overdue Interlibrary Loans are \$.25 per day with no maximum. If an item owned by NWRLS is not returned or is returned damaged the cost of the item is billed to the patron account. Charges for lost or damaged Interlibrary Loan materials are determined by the owning Library.

- l) All items borrowed and all associated fines and fees are the responsibility of the account owner or, in the case of a minor, the parent or guardian who sponsored the account.
- m) If a card is lost or stolen it is the responsibility of the account owner to notify the Library as soon as possible to prevent unauthorized usage.
- n) There will be a charge to replace lost or stolen Library cards. There will not be a charge to replace cards which have been damaged due to normal wear.

Homebound or Proxy Borrowing

- a) Library cardholders may allow another person to act as their agent in borrowing materials by loaning their card for this explicit use. Staff considers possession of a Library card permission to use it for borrowing materials but will not disclose information concerning a patron's account to anyone other than the account owner without consent.
- b) The account owner's Library card must be present to borrow materials.
- c) Holds can only be picked up by another person if 1) the person present has the account owner's library card in hand or 2) a note is included in the account owner's record granting permission. The person must present their own library card or photo ID.

Adopted August 19, 2014; revised August 20, 2019