

# North Logan City Library Circulation Policy

## Application and Use of Library Card

- Patrons have full access to all services and materials in the library upon completion and acceptance of a North Logan City Library application.
- Patrons will use the official application form approved by the Library Board provided by the library staff.
- The library will keep the signed registration form on file for a period of 3 years from the date of the application.
- Library materials will only be checked out to patrons with a valid North Logan City Library Card or photo ID.
- Patrons may authorize alternate users of their card by listing their name and relationship on their membership record with the North Logan City Library.
- When picking up reserved materials for another patron, the person authorized must be listed on the official record and must present the patron's card at the time of checkout or check out the item on their own card.

## Renewal of library Card

- Use of the library card will remain in effect based on the conditions granted for use
- Resident library cards are subject to renewal every 3 years, non-resident cards either quarterly or yearly according to the time purchased.
- Prior to the expiration date the patron may notify the staff of their desire for renewal, and if they are a non-resident they will be subject to fees at this time.
- If the library card is not renewed every three years it will be deleted from the library system and a new application must be made after this period of time.

## Materials Circulation

- A limit of 100 items per household may be checked out.
- A limit of 12 DVDs or Blu-rays per household may be checked out.
- Patrons may place a hold on items and will be notified of availability within 24 hours. If the patron fails to pick up the item within 5 days, the item will be re-shelved or moved to the next patron on the waiting list. Days when the library is closed, such as Sundays and holidays, do not count towards the 5 days.

## Book Circulation: Inter-Library Loans

- Patrons may request books from other network libraries through inter-library loan, pending availability. The first two (2) inter-library loan requests processed at one time will have the inter-library loan fee waived. Additional inter-library loan requests processed at the same time will be assessed a processing fee of \$4.00 per item. Once patrons have returned inter-library loan books, they may request more books with the same two (2) book fee-waiver. If patrons fail to pick up an available, fee-waived inter-library loan book within five (5) working days, they may be charged the \$4.00 processing fee. See below for overdue fees.

## Fines, Delinquencies, and Other Charges

- North Logan Library cardholders are responsible for the care and return of materials checked out to them.

- Parents and legal guardians are responsible for materials checked out to minors in their care.
- The Library assesses overdue fines for materials which are returned after their due date.

### **Overdue fines**

- Patrons are expected to pay library fines as they are incurred.
- In each case, overdue fines are charged up to the maximum charge of the price of the item.
- A patron card will be automatically “blocked” when the amount owed exceeds \$20.00 and until the amount in excess of \$20.00 is paid.
- Inter-library loan materials will have a \$1.00/day levy. The library director may choose to alter or waive inter-library loan fines.
- At 14 days overdue on inter-library loan materials, the patron will be subject to applicable fines and replacement costs as determined by the lending library.

### **Notices**

- The library will not automatically renew outstanding materials.
- As a courtesy to the patron, if e-mail addresses are provided and are current, automatic courtesy notices are sent to patrons prior to the due date and again after the materials come due.

### **Damaged and Lost Materials**

- Patrons are responsible to maintain the materials they check out. Before a returned item is checked in and shelved it will be examined for damages.
- If it is damaged it will be set aside and determined if it (1) is repairable or (2) needs to be replaced.
- Partially damaged items that can be repaired and remain in the system may be subject to fines at the discretion of the library director.
- The patron will be advised of the amount charged to their account for repair or replacement.
- Patrons who damage materials beyond use will be charged the replacement cost of the item.
- When a patron reports a book or other item has been lost, or the staff has determined after a thorough search it has been lost, the replacement cost will be reported to the patron. The library will replace the item. Substitutions or materials purchased by the patron will only be accepted if prior approval has been given by the library director.

### **Collection**

- At the library director’s discretion, after 21 days overdue the materials will be considered lost.
- A patron who loses or does not return materials will be billed for the replacement cost.
- If the lost item is found and returned to the library within six months, the replacement cost will be returned to the patron.
- A patron who has excessive fees may be subject to legal action.

### **Revoking Library Card**

- Use of the library card may be revoked when the library staff deems the conditions of use have been violated.
- The following are reasons for library card revocation: (1) Monies owed to the library have not been paid after a reasonable attempt to notify the patron. (2) The patron is no longer a resident or property holder in North Logan. (3) Library rules and/or regulations concerning materials use and/or premises have been violated. (4) The patron has violated state or federal law and/or the wellbeing of other patrons are at risk.
- Patrons have the right to appeal the revocation to the Library Board.

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