

## **Circulation Policy**

The purpose of the Circulation Policy is to establish who may obtain a library card at the Sheldon Public Library, the privileges associated with a library card, and what might cause those privileges to be suspended. The Circulation Policy establishes fines and fees for overdue, lost or damaged materials, and other circulation services.

### **Obtain a Library Card**

A free library card is available to residents of Sheldon and the surrounding area. Adults may be issued a Library card upon receipt of a completed and signed registration form along with a photo ID and proof of residency (i.e. current utility bill with mailing address).

Student cards are issued to children who are entering kindergarten through sixth grade. A parent or guardian present at the time of registration.

Residents of the Third Judicial District Residential Treatment Facility are not eligible for Library cards.

### **Replacement Card**

A charge of \$3.00 will be made for replacement of a lost or damaged Library card.

A replacement Library card will be issued after a patron has paid all fines and/or returned all overdue material borrowed on the previous card.

### **Card Holder Responsibilities**

When you sign up for your Library card, you sign a statement agreeing to the following:

- Abide by the library's policies.
- I accept responsibility for all items checked out on my card.
- I accept responsibility for all items checked out on my card by persons that I have loaned my card to.
- The information provided is accurate and I accept the responsibility to keep my address, phone, and email information current so that I will receive library notices in a timely manner.
- If my card is missing or stolen, I will report it immediately to minimize library materials being checked out on my stolen card.

## **Borrowing Procedures**

- The library card should be presented each time loans are made.
- Library privileges may be suspended if a fee or fine of more than \$3.00 is on the patron library card.
- Items may not be renewed if another patron has reserved them.
- Items that are already overdue two weeks may not be renewed unless the patron comes in with the item to check it out again.
- It is unlawful for persons to willfully, maliciously, or wantonly tear, deface, mutilate, injury, or destroy, in whole or part, any property belonging to the Library. No person shall take possession or control of Library property with the intent to deprive the Library thereof.
- Persons believed to be concealing Library materials may be detained and searched pursuant to law.

### **Books, Audio Books, and Puppets**

All books are loaned for a period of two weeks. Books on reserve or obtained through interlibrary loan may not be renewed.

### **Periodicals**

Periodicals are loaned for a period of one week and may be renewed once, if not reserved. The most current issue of periodicals is not checked out.

### **Interlibrary Loan**

Loans from other libraries shall be loaned under the same policies as Sheldon Public Library materials. Postage and applicable copy fees are the responsibility of the borrowing patron.

Items not returned shall be billed to the borrowing patron as billed by the lending library. Overdue and billing charges shall be included.

Failure to return interlibrary loan materials will result in loss of library privileges.

### **DVDs**

DVDs are loaned for two weeks. There is a limit of five video materials per family.

### **Outdoor Book Drop**

A book drop is located on the outside of the building for patrons wanting to return items when the library is closed. Items returned in the book drop after the library is closed, will be checked in on the next day the library is open.