

## CIRCULATION POLICY

The Bartlesville Public Library supports the American Library Association's Library Bill of Rights with its attendant interpretations, the Freedom to Read Statement, the Freedom to View Statement, and the Statement on Confidentiality of Library Records. The following policies are in no way meant to jeopardize or inhibit these principles and statements.

### I. REGISTRATION GUIDELINES

All individuals issued a Bartlesville Public Library Borrowers' Card agree to abide by all library rules and regulations. Cards will be replaced at a cost of \$3.00.

Individuals may register for a Bartlesville Public Library borrowers' card by presenting valid photo identification and proof of permanent address (i.e., a current utility bill dated within the last month, piece of mail postmarked within the last month, or lease or deed agreement). The last 4 digits of the Social Security Number, Driver's License Number, and birthdate must be included on the application form. Other validation may be approved by the Circulation Supervisor.

College students applying for a card who provide a temporary address must also provide a permanent address.

Hotels, motels, residential treatment centers, shelters, and other temporary housing are not considered to be a permanent address.

A parent or guardian may request cards for children under the age of 18. The parent or guardian must supply his or her own photo identification and proof of address to meet the requirements for registration as they are agreeing to be responsible for materials checked out on the child's card. All other requirements for registration apply.

Applicants unable to provide proof of address will have their cards mailed to them. Successful delivery will serve as proof of address.

A validated library card must be presented to check out library materials.

Registration guidelines apply to all library cards, area resident, non-resident, and temporary.

#### **A. Area Resident Card:**

Cards may be issued to individuals who live within a 35 mile radius, work, or attend school in Bartlesville.

#### **B. Non-Resident Card:**

Individuals not residing in the recognized library service location may obtain a Non-Resident Bartlesville Public Library borrowers' card by paying a non-refundable annual fee of \$25.00 for an individual. Non-Residents may not use the Library's online database subscriptions due to licensing issues.

**C. Digital Card:**

Individuals can obtain a Digital Card to use our virtual services and resources. Virtual resources include eBooks, audiobooks and videos through the Libby or OverDrive app. Individuals may access our electronic databases and can use their card for on-site computer usage through our website.

Individuals may not check out any items with the Digital Card.

**II. LOANS**

Specific loan periods and restrictions are listed in the Circulation Procedures Manual.

**A. Renewals:**

Any item not on hold for another patron may be renewed with the exception of TLC Kits or Book Club Kits.

**B. Auto Renewal:**

Any item not on hold for another patron may be automatically renewed once with the exception of TLC Kits, Book Club Kits, Library of Things, or Overdrive items.

**C. Special Loan Periods:**

By special request, 7-day materials may be extended to two weeks and 14-day materials may be extended up to 28 days provided there are no holds on the items.

**D. Holds:**

Any individual may place a hold on any circulating item. At any given time, no more than 10 items may be placed on hold for a specific borrower.

**III. DELINQUENT BORROWER**

Library cards with outstanding balances of \$10.00 or more will be blocked.

Individuals who owe the Library \$10.00 or more in charges, and families (or individuals living at the same address) who have an outstanding balance of \$25.00 or more, will have all library cards with that address blocked.

The Bartlesville Public Library uses a third party collection agency to secure unreturned materials and outstanding charges from customers who have not responded to notices. Accounts with items 45 days overdue and/or owing \$50.00 or

more in charges are turned over for collection. A \$20.00 fee is then added to the account.

“Lost” items must either be returned or paid for before library privileges are reinstated.

#### **IV. SUSPENSION OR RESTRICTION OF BORROWING PRIVILEGES**

The aim of this policy is to encourage the responsible and considerate use and return of library materials. Suspension or restriction for incidental or minor violations, especially when promptly remedied by the customer, is not intended.

Each violation will be dealt with by the Director or designee in view of its particular circumstances, which may include:

- \*number of materials involved
- \*value of the materials involved
- \*demand by other customers for the materials involved
- \*length of time overdue
- \*type and extent of damage
- \*amount of unpaid charges owed
- \*nature of the violation
- \*previous incidents involving the customer

Circumstances where suspension or restriction of borrowing privileges may occur include, but are not limited to the following:

- \*library materials not returned by the due date or when requested
- \*unlocated library materials the borrower claims were returned
- \*damaged library materials or equipment
- \*unpaid library fees or charges
- \*violation of library rules or policies

Suspension or restriction shall normally be at least until all materials have been satisfactorily returned, all charges paid, and a reasonable expectation created for future responsible use.

Suspension or restriction of a person's borrowing privileges applies regardless of whose card the person presents to borrow materials.

Library patrons disagreeing with the suspension of his/her borrowing privileges may address the Bartlesville Library Board for reconsideration or reinstatement of privileges.