

Lending Guidelines Policy

PURPOSE

A public library collects and makes available materials for a community. This policy establishes lending periods and limits in order to maximize access for all patrons. Responsibility for all borrowed items as well as the use of the Internet rests with the library card holder and/or the parent or guardian.

OBTAINING A LIBRARY CARD

- Franklin County Library District residents may obtain a free library card by providing photo ID and 2 proofs of address.
- Nonresident Franklin County/ or City employees and teachers who teach within Franklin County may obtain a free Library District card, which requires annual renewal.
- Organizations such as assisted living facilities or childcare facilities within district boundaries may obtain organization cards. Each organization will be required to fill out an agreement with the library defining borrowing parameters and organizational responsibility.
- Nonresidents may obtain a library card for \$40 a year. Lost or stolen cards should be reported to the library immediately.
- Library cards are available to patrons 6 yrs. of age and older.

RETURNS

Items must be returned to the library or the library book drops.

ELECTRONIC EQUIPMENT

- Franklin County Library District is not responsible for any damage done to your personal equipment.
- Electronic Devices must be returned to the Circulation desk at Larsen-Sant Library.
- Only current Larsen-Sant Library cardholders in good standing (i.e. library record is not blocked due to unpaid fees or lost materials in excess of \$5) and legally accountable 18 years of age or older can check out electronic equipment. Patrons under the age of 18 requires a parent/guardian signature on a contract before checkout.

FINES AND CHARGES

Overdue fines are assessed on all items from Franklin County Library District's collections. Charges will be applied for lost or damaged materials from all collections.

READING OFF LIBRARY FINES

- Patrons ages 6-18 can participate.
- Patrons may go to the circulation desk and tell the librarian they want to read down their fines. A minimum of 20 minutes of reading for any fine up to .20, then .01 cent per minute there- after. Reading time cannot be applied to future fines.
- In order to be eligible, a patron must be signed in and complete their reading in the library under supervision.
- When they are done reading, the librarian will provide a receipt for the amount of time read. All reading must be completed thirty minutes before the library closes.
- Patrons can bring their own library book or choose a book in the library.
- Patrons only read off their own fine. Reading off library fines for friends is prohibited.
- Reading minutes could be broken up over several days or, if necessary, a few weeks.
- In most cases, reading off library fines only applied to overdue fines. Patrons who lose or damage a book are still expected to pay for a replacement. Directors could, however, use Reading for Fines at their discretion for a patron who, due to financial hardship or family circumstances, are unable to pay off their lost or damaged book.

Interlibrary Loan

PURPOSE

The purpose of the Interlibrary Loan Policy is to establish the criteria and process through which library patrons may obtain, upon request of a library user, material not available at Franklin County Library District. An Interlibrary Loan (ILL) is a transaction in

which material from one library is made available to another library upon request. The term "material" includes all formats, i.e., books, photocopies, non-fiction, etc. The Library District provides interlibrary loan service in order to enhance and extend the resources that are not available at the library.

INTERLIBRARY LOAN BORROWING

Items not owned by the library may be requested via Interlibrary Loan services. Current library cards in good standing and without borrowing restrictions, may request Interlibrary Loan items. Requests may be submitted in person. Items that *cannot* be borrowed via Interlibrary Loan include:

- Current year copyright material (Please submit a Purchase Request)
- Items in current high demand
- Items owned by the library (unless those copies have been changed to "missing" or "lost" status)
- Reference materials
- Magazines and newspapers (although copies of specific articles may be requested which may require a copying fee)
- Microfilm
- Audio/Visual
- Video Games

PATRON RESPONSIBILITY

The Interlibrary Loan process can take 1-6 weeks to fulfill depending on the availability of the item and processing procedures. The lending library determines the loan period, and therefore any material may be subject to recall by that library. It is the patron's responsibility to return items promptly and in the same condition as received. Interlibrary Loan materials may be eligible for renewal; however, it is at the discretion of the lending library. If a renewal is needed, a request should be made at least three (3) days *before* the original due date. A replacement charge and processing fee will be charged for all lost or damaged items in an amount determined by the lending library. Items are deemed lost two weeks after the assigned due date. For Interlibrary Loan items that are not picked up or canceled after shipment has occurred, a \$5.00 processing fee is charged to the patron's card.

Patrons are limited to one (1) interlibrary loan request at a time.

The availability of interlibrary loan may be subject to staffing availability. During closures interlibrary loan services are subject to change on a temporary basis.

COMPLIANCE WITH COPYRIGHT LAW

When using the Interlibrary Loan services, patrons accept responsibility for complying with United States Copyright Law