

## Circulation Policy

*Revised and Approved March 1, 2010*

*Revised and Approved April 9, 2012*

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### **Registration**

All borrowers must be registered and must have a valid local or system patron card to borrow library materials.

Patrons must fill out an application form to register for a new library card. By signing the application, the patron is indicating that they will be responsible for all materials signed out on their library card. Patron will receive the library's circulation policy, the patron code of conduct, Library Patron Rights and Responsibilities and the Internet policy upon receiving their card.

Identification with proof of address is required. A driver's license or student ID is preferred, however, any other official ID or recent non-personal piece of mail may be acceptable. If appropriate identification is not available, a temporary card will be issued that expires in three weeks from date of application. A temporary card will allow the patron to borrow 2 items from the library's collection. A note will be made on the patron's account that ID is still required to fully activate card.

Applicants under 18 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. By signing the child's application, the parent or guardian is indicating that they will be responsible for all materials signed out on the child's library card. Please note that children may access and/or borrow any library resource with their library card and have the ability of requesting materials from other libraries in the Mid-Hudson Library System.

Materials cannot be checked out until a library card is issued.

All library cards expire after 3 years. In order to renew a library card, patrons must produce identification and must clear all outstanding fines and bills.

### **Lost or forgotten cards**

If a patron loses his/her library card, he should notify the library as soon as possible and request a replacement. There is a \$2.00 fee for a replacement card.

All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. An individual who repeatedly ignores this expectation may be denied the privilege of checking out materials until they present their card at the library.

### **Loan periods**

1. A three week loan period is given for books and audiobooks on CD, and eReaders.
2. eReaders will be loaned to patrons who are 18 years or older.
3. A one week loan period is given for current issues of periodicals, DVDs, and music CDs.
4. Materials borrowed from other MHLS member libraries through the Kinderhook Memorial Library follow the circulation rules of the Kinderhook Memorial Library.
5. Materials, with the exception of eReaders, may be renewed if there is not a waiting list for the title.

6. Interlibrary loans are due the date indicated by the lending library. Some interlibrary loans may not be renewable.
7. An eReader Loan Agreement in the form attached to this policy must be read and signed by each patron who borrows an eReader every time a device is checked out. The eReader loan agreement signed by the patron will be kept on file until the eReader has been returned to the library. Additionally, eReader check out is limited to one per household at a time.

The director may establish a different loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format.

There is no limit on the number of items a patron can borrow at one time.

Overdue notices and bills relating to lost items will be sent by mail or e-mail in a timely manner.

### **Fines and charges**

The purpose of overdue fines is not to punish borrowers; it is to encourage patrons to return items by the due date so they can be available to others. When a patron has \$10 or more in outstanding fines, he/she may no longer borrow library material until such fines are paid.

Fees will be charged as follows:

Books            \$0.10 per day

Audio Books    \$0.10 per day

Magazines      \$0.10 per day

DVDs            \$1.00 per day

eReaders        \$5.00 per day/\$25 maximum (The full replacement cost of the eReader and accompanying components and equipment will be applied after the 7<sup>th</sup> day of delinquency.)

Patrons who have borrowed eReaders are subject to being charged for the eReader's replacement cost if the device is:

- Returned with damage;
- Returned without components or equipment, barring easily replaceable instruction cards;
- Returned with functions that were operable at checkout rendered inoperable;
- Not returned within one week of the end of the loan period;
- Returned in the Book Drop
- Returned to another library

### **Damaged materials**

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. This rule does not apply to DVDs or CDs that are damaged due to normal wear and tear. A notice of these charges will be sent to the borrower.

### **Lost materials**

It is the patron's responsibility to request a receipt when paying for a lost item. The library may accept a new replacement copy of a lost item that belonged to the Kinderhook Memorial Library in lieu of payment; however, the library director must be consulted before such arrangement is made. If a lost item is found after having been paid for, the patron may request a refund providing it is within 30 days of the original payment and the patron provides a copy of the payment receipt. If a lost item is found after having provided the library with a replacement copy, the original item may be considered the patron's property and no refund will be provided.

**Kinderhook Memorial Library  
eReader Loan Agreement**

|                                   |          |       |                   |         |       |
|-----------------------------------|----------|-------|-------------------|---------|-------|
| Kindle Fire                       | \$159.00 | _____ | USB Cord          | \$ 9.99 | _____ |
| Kindle Paperwhite                 | \$119.00 | _____ | Power Adapter     | \$ 9.99 | _____ |
| Kindle 1 <sup>st</sup> Generation | \$ 50.00 | _____ | Leather Case      | \$29.99 | _____ |
| Nook Tablet                       | \$199.00 | _____ | Waterproof Case   | \$ 8.99 | _____ |
| Nook Simple Touch                 | \$119.00 | _____ | LeapPad2 Gel Skin | \$ 9.99 | _____ |
| Nook 1 <sup>st</sup> Generation   | \$ 79.00 | _____ |                   |         |       |
| Google Nexus                      | \$239.00 | _____ |                   |         |       |
| LeapPad2 Explorer                 | \$ 99.00 | _____ |                   |         |       |

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

email: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**TERMS & CONDITIONS**

The Kinderhook Memorial Library lends our eReaders to patrons 18 years or older with library accounts in good standing. **The loan period is 3 weeks with no renewals.** Only one device may be borrowed at a time.

**eReader Loan Procedure**

- Patron and Staff member will verify the equipment is in working order and all parts are present at time of check out.
- Patron will sign this eReader Loan Agreement.

**eReader Return Procedure**

- Patrons will return eReaders to the desk inside the Kinderhook Memorial Library only.
- Upon return, a staff member will verify that the equipment is in working order and all parts are present at time of check in.
- **DO NOT RETURN AN EREADER IN THE BOOK DROP OR TO ANY OTHER LIBRARY.**

**Fines and Liability**

- The eReader and accompanying equipment remain the property of KML.
- The borrower is responsible to protect the device against damage and loss throughout the loan period.
- The fine for an overdue eReader will be computed as **\$5 per day** for the first 5 days. After the 7<sup>th</sup> day of delinquency, the full replacement cost of the eReader will be posted to the patron's record for repayment.
- There is a late fine cap of \$25, which will be applied in addition to the replacement costs if the eReader and its accompanying equipment are not returned.
- Patrons who have borrowed eReaders are subject to being charged for the eReader's replacement cost if the device is:
  - Returned with damage.
  - Returned without components or equipment, barring easily replaceable instruction cards.
  - Returned with functions that were operable at checkout rendered inoperable.
  - Returned in the Book Drop.
  - Returned to another library.
- Patron's library account will be blocked until all assessed replacement costs are paid.
- The Library Director reserves the right to limit or restrict all library equipment borrowing, including the borrowing of eReaders, when it is in the Library's interest to do so.

By signing, I certify that I have read and agree to the terms and conditions outlined above.

Patron Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials \_\_\_\_\_