

IX. Circulation Policy

A. 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. The following statement will be printed on the registration form for the patron's information and acceptance:

I agree to be responsible for all items borrowed with the library card issued in the above name, including items borrowed with it by others with or without my consent unless I have previously reported the loss of my card. I promise to comply with all library rules and policies both present and future, and to give prompt notice of change of address or loss of library card.

Signature _____

Identification is required. A driver's license or student ID is preferred, however, any other official ID or recent nonpersonal piece of mail may be acceptable.

Applicants under 13 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards.

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

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

B. 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.

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.

C. Loan periods

1. 3 weeks for books.
2. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
3. Interlibrary loans are due the date indicated by the lending library.
4. Books may be renewed once if there is not a waiting list for the title.

5. Current issues of periodicals do not circulate.
6. Non-current periodicals may be checked out for one week and may not be renewed.
7. Two weeks for cassettes, audiobooks, and compact discs.
8. One week for DVD's.
9. Audio Visual materials are nonrenewable.

The director may establish the 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, e.g., computer software.

The 1st 30 days after receiving a new library card, patrons can borrow up to 3 items including 2 DVD's There is a limit of 10 items 30 days of having card including 2 DVD's a patron can borrow at one time, with one exception immediate access to all resources for a known school assignment.

D. Reserves

Reserves may be placed by patrons either in person or over the phone. Patrons will be notified by email or telephone when the materials are available. There is no charge to the patron for placing a reserve or for interlibraryloan services.

E. Fines and charges

There are no fines for overdue materials. A first notice is sent after the material is due. If the material is not returned within 7 days, a bill will be sent for the material with the cost of replacement of the material and a service charge for processing, cataloging and postage. Patrons who have been sent an overdue notice shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged.

F. 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. A notice of these charges will be sent to the borrower; a sample of the notice follows:

Dear _____ At the time a library patron borrows materials from the public library collection, the patron assumes the responsibility for the care and timely return of the materials. Recently materials checked out on your library card were returned to the library damaged beyond the point of being usable in the Library's collection. The titles and costs of these materials are listed below:

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Your assistance in clearing this matter promptly will be appreciated and will be necessary in order to retain your borrowing privileges.

Thank you in advance for your prompt response to this matter. Sincerely,

[The board and director need to determine whether patrons who damage and pay for materials owned by the library will be allowed to have those materials once payment has been

received. It is a question that will be raised by patrons, and it is best to have decided in advance what your practice will be.]

G. Confidentiality

As specified in Wisconsin Statutes 43.30, "records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, or to libraries authorized under subs. (2) and (3)."

New Mexico Library Privacy Act

Sections

18-9-1. Short title.

18-9-2. Purpose.

18-9-3. Definitions.

18-9-4. Release of patron records prohibited. 18-9-5. Exceptions.

18-9-6. Violations; civil liability.

§ 18-9-1 Short title.

This act [18-9-1 to 18-9-6 NMSA 1978] may be cited as the "Library Privacy Act".

History: Laws 1989, ch. 151, § 1.

§ 18-9-2 Purpose.

The purpose of the Library Privacy Act [18-9-1 to 18-9-6 NMSA 1978] is to preserve the intellectual freedom guaranteed by Sections 4 and 17 of Article 2 of the constitution of New Mexico by providing privacy for users of the public libraries of the state with respect to the Library materials that they wish to use.

History: Laws 1989, ch. 151, § 2.

§ 18-9-3 Definitions.

As used in the Library Privacy Act [18-9-1 to 18-9-6 NMSA 1978]:

A. "Library" includes any Library receiving public funds, any Library that is a state agency and any Library established by the state, an instrumentality of the state, a local government, district or authority, whether or not that Library is regularly open to the public; and

B. "patron record" means any document, record or other method of storing information retained by a Library that identifies, or when combined with other available information identifies, a person as a patron of the Library or that indicates use or request of materials from the Library. "Patron record" includes patron registration information and circulation information that identifies specific patrons.

History: Laws 1989, ch. 151, § 3.

§ 18-9-4 Release of patron records prohibited.

Patron records shall not be disclosed or released to any person not a member of the Library staff in the performance of his duties, except upon written consent of the person identified in the record, or except upon court order issued to the Library. The Library shall have the right to be represented by counsel at any hearing on disclosure or release of its patron records.

History: Laws 1989, ch. 151, § 4.

§ 18-9-5 Exceptions.

The prohibition on the release or disclosure of patron records in Section 4 [18-9-4 NMSA 1978] of the Library Privacy Act shall not apply to overdue notices or to the release or disclosure by school libraries to the legal guardian of the patron records of unemancipated minors or legally incapacitated persons.

History: Laws 1989, ch. 151, § 5.

§ 18-9-6 Violations; civil liability.

Any person who violates Section 4 [18-9-4 NMSA 1978] of the Library Privacy Act shall be subject to civil liability to the person identified in the released records for damages and costs of the action as determined

by the court. History: Laws 1989, ch. 151, § 6.

The Rio Communities Public Library adhere strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

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