

CIRCULATION POLICY

The Sanger Public Library will provide the widest feasible circulation of materials. Free access to circulating materials, prompt notice of overdue materials, and respect for personal privacy are all important in this effort. The Library will expand materials available to the public by participating in Interlibrary Loan service.

REGISTRATION

Eligibility

All people of any age who can write both a first and last name are eligible to check out books. There are no restrictions regarding residence, other than to provide proof of their temporary address and a permanent mailing address.

In most cases, materials will not be checked out to patrons who have long overdue materials or who have outstanding fines totaling over \$5.00. If fines are not paid, suspension of library privileges will remain in effect until the library card expires. If materials are overdue, the suspension remains in effect until the material is returned or paid for.

Application (Registration procedure revised, 10/13):

- Library staff will register and issue library cards to new patrons when they come into the library with valid identification and proof of residence.
- If the registration cannot be completed immediately or while the applicant waits, the process will be completed and the card will be available for pick up, usually by the next business day. As in the past (when new cards were mailed), the applicant will still be able to check out two books on the same day that he/she applies for a card.
- Adult applicants must show a valid **photo ID** and **proof of current address**. A Texas driver's license showing the applicant's current address serves as both photo ID and proof of address. If the photo ID does not

have applicant's current address, he/she needs to bring proof of address in addition to the photo ID. Accepted documents include: a lease agreement, utility bill, car insurance, property tax statement, or mail addressed to the individual that has been processed and delivered to the residence by the US Postal Service.

- A parent or guardian must sign the application form of a child under 14. For minors 14 and up, a parental signature is only necessary for video checkout. Parents or guardians of minors 15-17 may opt out of Internet use.
- At least one parent of a minor under the age of 14 should also have a Sanger library card at the time of his/her application.
- All cards will expire after three years.

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LOAN POLICIES

Loan Periods

Loan periods and overdue fines are as set by the Sanger Public Library Board. The maximum fine that may be charged is one-half the value of the book.

Circulation Limits

A limit of 15 books and 6 DVDs may be checked out on adult cards. Television series on DVD are limited to one season (or set) at a time. The limit for children is 10 books and 2 DVDs. *Considering the relatively small size of our collection, we encourage families to consolidate the materials they wish to check out and put most of the items on one card if possible.*

Forgotten Cards

Materials may be checked out to those who have forgotten their library card, asking a verification question if need be.

Special Loans

The Librarian may establish the loan period and limit the number of materials in a special collection. (For example, materials in temporary great demand for student projects.)

Patrons may be granted extended loan periods for a special need or to cover times when they will be out of town. The librarian will determine which books qualify for an extended loan.

Reference materials do not circulate without special permission from the librarian. If permission is given, books are checked out overnight.

Renewals

All materials may be renewed for the original loan period twice if no others are waiting for them.

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OVERDUE MATERIALS

Notices

Patrons will be notified of overdue materials promptly, either by phone or mail.

Lost Materials

Patrons who lose materials will reimburse the library the price paid for the item, in addition to a processing fee. If this information is not available, a predetermined average cost will be charged.

The library will accept replacement of lost or damaged library materials.

Claims Returned

When a patron claims to have returned the material which is recorded as checked out to him, the patron will be given the benefit of the doubt, unless the patron is a chronic offender.

INTERLIBRARY BORROWING

Users

All Sanger Public Library cardholders with a responsible check-out history may request interlibrary loans.

Loan Period

Materials will be checked out for the Sanger Library's standard loan period unless the lending library designates a shorter period. Renewals will be made within the limits of the lending library's due date.

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Fees

The patron will pay the postage cost to return the item to the lending library. If a lending library requires a fee to be paid, the patron will agree to the fee before the item is ordered.

Lost materials and Overdue charges

The patron will pay any charges for lost or damaged materials, as well as overdue charges, both to Sanger Public Library and also to the lending library, if they assess a charge.

INTERLIBRARY LENDING

Users

The Sanger Public Library will loan materials to public and academic libraries in the United States and Canada. All individuals must initiate a request for Sanger materials through a library.

To submit a request

Requests must be submitted by the borrowing library directly to Sanger by mail, fax or phone.

Materials and restrictions

Books, videos and other materials will be loaned if they have been in the circulating collection for at least six months. Sanger reserves the right to refuse to lend materials or to ask the borrowing library to restrict use of materials lent. Microfilm, for instance, may only be used inside the borrowing library, not checked out for use elsewhere. Microfilm of the Sanger Courier is the only item that will be loaned from the reference collection. Sanger will make limited free copies (up to 10 pages) of rare historical materials that will not be loaned. If more than 10 pages are requested, a fee will be charged.

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Loan period and limits

Items will be checked out for six weeks. If an item is not on reserve to another patron, one renewal of an additional two weeks will be granted. No more than two items at a time will be loaned to an individual.

Lost materials and Overdue charges

The borrowing library will pay the replacement cost for lost items. Overdue charges will not be assessed.

PATRON CONFIDENTIALITY

Library users will be free to use library materials and services without fear of intrusion, intimidation or reprisal by government, community, or other individuals. All records relating to patron registration and circulation are considered to be confidential. Such records shall be disclosed only if:

- 1) The library determines that disclosure is reasonably necessary to the operation of the library and the records are not confidential under other laws;
- 2) The records are released to the patron himself, or to his parents if he is a minor, or the patron has given permission, in writing, for the information to be released;
- 3) The records are required under a valid court order or subpoena under the law.

This library policy is pursuant to Vernon's Annotated Civil Statutes, Article 6252-17a, the Texas Open Records Act.

TEXSHARE POLICY

The Texshare card is a service we offer to responsible Sanger Public Library patrons so that they can borrow materials from libraries they would not ordinarily be able to use. In turn, the Sanger Public Library lends materials to responsible patrons recommended by having the Texshare card from another library.

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Issuing a Texshare card:

According to the state policies of the Texshare program, the Sanger Public Library is responsible for materials checked out of other libraries by Sanger Public Library patrons who are issued a Texshare card.

In order to be issued a Texshare card, a patron must have had a card at the

Sanger Public Library for at least six months. The patron must have a checkout history clear of long term or chronic overdues. The patron may not have outstanding fines.

Texshare cards will be issued to adults and to juveniles under 18 with a parent's signature.

Texshare cards expire after one year.

Patron use of the Texshare card:

The Sanger Public Library has no control over the policies of the lending libraries. Patrons may be required to apply for a library card at the lending library at the time they present their Texshare card.

Texshare cardholders who have overdues at other Texshare libraries will have their Sanger Public Library privileges suspended as well.

If the Sanger Public Library pays for lost items, the patron's library card will be suspended until the library is reimbursed for the amount paid to the lending library.

Honoring a Texshare card:

According to the state policies of the Texshare program, the issuing library is responsible for Sanger Public Library materials checked out by Texshare cardholders.

A patron who presents a Texshare card must fill out a library card application and show picture ID. At the first checkout, the patron is limited to two items. Library cards issued to Texshare cardholders will expire after one year. Loan limits, noncirculating collections, checkout time periods, library open hours, renewals, return methods, overdue notification and fines will be the same as for regular library card holders.

If an item is not returned after six months, it will be considered lost. At that point the cardholder and the issuing library will be notified and billed the list price of the item.