



# Sachse Public Library

## Circulation Policy 2022

*Approved by the Library Board on November 7, 2022*

### **GENERAL POLICIES**

#### ***Copyright Law***

- All Library materials are subject to copyright laws. DVD's are for home viewing only and cannot be duplicated. Copyright laws also protect books, magazines, and other Library media. Do not copy, reproduce, rebroadcast, tamper with, or alter any copyrighted materials in any manner.

#### ***Patron Confidentiality***

- The Sachse Public Library is committed to the protection of all Library customers' rights to privacy in the use of Library resources and discloses customer information to the customer only. In regard to minors, information may also be disclosed to the registered parent/guardian listed on the account.
- Library records will only be disclosed under court order, subpoena, or warrant as outlined in the state statute, Texas Government Code, Section 552.124 and the surveillance provisions included in the USA PATRIOT ACT (Public Law 107-56).

### **REGISTRATION AND BORROWER CARDS**

#### ***Library Cards***

- Sachse Public Library ("Library") patrons must present a valid Library Card or photo ID to check out materials (acceptable forms of ID include a current driver's license, state identification, school identification card, or other photo identification).
- To apply for a Library Card:
  - Persons 16 years of age and older must present a valid photo I.D. (current driver's license, state identification card, or student identification card) and proof of current Texas address (current driver's license, state identification card, or utility bill).
  - Minors (persons under 16 years of age) must be accompanied by a parent or guardian. The parent or guardian shall present proper identification, and is responsible for any fees incurred by the minor. The parent or guardian must also be a registered Library card holder.
- Each patron is responsible for materials checked out on his or her Library Card, including fines for late returns, lost items, and damaged items.
- Library Cards expire after two years so that patron information may be kept up-to-date. Any fines and fees in excess of \$5.00 must be paid prior to renewing the Library card.
- Parents and/or legal guardians are responsible for supervising the materials viewed and selected by their minor children. Library staff are not responsible for determining age-appropriate materials for children.
- The Library assumes no responsibility for damage caused to a patron's personal audiovisual or computer equipment, or for personal injuries sustained due to the use of Library materials.
- Violations of any of the foregoing regulations may result in the patron's Library privileges being limited or revoked.

### **Digital Library Cards**

- Sachse Public Library offers a Digital Library Card that permits access to the Library's collection of electronic resources.
- Residents of Texas ages 16 and older may apply for a Digital Library Card through an online form provided on the Library website. The Digital Library Card will be issued by email to the email address included on the Digital Library Card application.
- Digital Library Cards are valid for two years so that patron information may be kept up-to-date.
- The Digital Library Card may not be used to check out physical items from the Library's collection, does not permit access to items through Interlibrary Loan, and may not be used to access the Library's public computer stations. Digital Library Card holders may upgrade their Digital Library Card to a traditional Library Card in-person at the Library by presenting proper identification in order to access these services.
- Digital Library Cards are for use by patrons without a traditional Library Card. Patrons with a traditional Library Card from the Sachse Public Library will not be issued a Digital Library Card, as the traditional Library Card already provides access to the Library's online resources.

### **TexShare Cards**

- A TexShare card allows patrons to use public and academic libraries across Texas without a fee. Library patrons may apply for a TexShare card during regular hours of operation and must be 16 years of age or older.
- To borrow items from the Sachse Public Library using a TexShare card, the borrower must present a valid TexShare card and photo identification (acceptable forms of ID include a current driver's license, state identification, school identification card, or other photo identification).
- To apply for a TexShare card from the Sachse Public Library, patrons must apply in-person at the circulation desk. The patron must be a current Library Card holder in good standing and must present valid photo identification.
- Patrons borrowing items from other participating TexShare libraries are responsible for adhering to all policies of the lending library. Any fines or fees incurred are the responsibility of the TexShare card user. Patrons owing fines greater than \$5.00 to a TexShare library shall no longer be in good standing with the Sachse Public Library and all borrowing privileges shall be suspended.

## **BORROWING PRIVILEGES**

### ***Loan Periods and Limitations\****

<b>Item Format</b>	<b>Checkout Limit</b>	<b>Loan Period</b>	<b>Hold Limit</b>	<b>Renewal Limit</b>
Books	100 per card	21 days	15 hold requests	2 renewals
DVDs	7 per card	7 days	7 hold requests	2 renewals
CloudLibrary e-Books & Audiobooks	5 per card	21 days	5 hold requests	2 renewals
Board Games, Card Games, & Puzzles	2 per card	7 days	1 hold request	n/a
Kits	1 per card	21 days	1 hold request	n/a

*\* The Library may make some materials available for in-house use only. In addition, the Library may offer electronic resources and databases in addition to the digital formats listed above. Borrowing limits and loan periods for these additional electronic resources may vary.*

### ***Hold Requests***

- Hold requests may be placed through the Library's online catalog, by phone, or at the circulation desk during Library hours.
- On-hold items shall be held on the holds shelf for 3 days. If not picked up within 3 days, items on hold may be returned to the general collection or placed on hold for the next borrower.
- Hold requests may not be placed for Reference items or other items for in-house use only.

### ***Renewals***

- Books, DVDs, e-Books, and electronic Audiobooks may be renewed up to two times. Other formats are not eligible for renewal.
- Items may not be renewed if another patron has placed a hold request on the item.
- Renewals can be made by self-service checkout, by phone, or at the circulation desk during regular Library hours; and, through the Library's online catalog that is available 24 hours a day.

### ***Overdue Items***

- The Sachse Public Library does not charge daily late fines for overdue items. However, patrons may be charged for items that are lost or damaged.
- Patrons with overdue items will be blocked from checking out materials until all overdue items are checked in.
- For items borrowed through Interlibrary Loan, patrons may be charged overdue fines from the lending library. Overdue fines assessed by the lending library are the responsibility of the borrowing patron.

### ***Suspension of Borrowing Privileges***

- Patron accounts must not have any overdue items or have fines or fees greater than \$5.00 to be in good standing. Borrowing privileges shall be suspended if a patron has any overdue items or fines or fees exceeding \$5.00.
- If a minor's card has any overdue items or has exceeded the fine limit, the parent or guardian associated with the minor's account shall be responsible for returning the overdue items, as well as for any fines or fees, and shall be blocked from checking out additional materials or accessing the Library's public access computers. Borrowing privileges shall also be suspended for all family members until all associated accounts are in good standing.

### **INTERLIBRARY LOAN**

Interlibrary Loan is a service provided to obtain materials which are not available at the Sachse Public Library. Materials from the collections of other public, academic, and special libraries may be requested through Interlibrary Loan (ILL) through the Texas State Library and Archives Commission Network. Materials that are borrowed from other libraries through Interlibrary Loan (ILL) have specific loan and renewal periods and possible use restrictions as determined by the lending library.

### ***Requirements & Guidelines***

- The cardholder must be in good standing, with no overdue items and no fines or fees over \$5.00. All family members linked to the account must also be in good standing.
- Books borrowed by a minor fall under the responsibility of the minor's parent or legal guardian.
- There is a limit of 3 open requests per patron.
- Requested items that are not picked up cannot be requested again for 3 months.
- Failure to adhere to the ILL policy or to the lending library's policy shall result in the patron being subjected to all fees outlined in the ILL policy and/or revoking of Interlibrary Loan privileges.

### ***Materials Which May Be Borrowed***

- Patrons may request books, CDs, DVDs, audiobooks, or any item listed in the OCLC WorldCat database.
- The lending library shall decide in each case whether or not a particular item will be provided and the loan conditions.

### ***Restricted Materials***

- Occasionally the material requested may be designated by the lending library as restricted. This means that the material must be viewed in the library and cannot be checked out.
- When restricted materials are picked up from the circulation desk, the patron shall be asked to relinquish a state issued ID card. (driver's license or state identification card) which shall be held until the material is returned to the circulation desk.

### ***Interlibrary Loan Requests***

- Requests can be made online through the Library's website, by phone, or in person.
- It typically takes 10 days to 2 weeks to receive materials from other libraries.
- The requestor shall be contacted by phone or email when the material arrives.
- The length of the loan is determined by the lending library, not the Sachse Public Library, and shall vary accordingly. The due date is noted on the attached ILL label.
- Items shall be held and picked up at the circulation desk.

### ***Returning Interlibrary Loan Materials***

- Borrowed material should be returned by the designated due date.
- Items may be returned to any of the Sachse Public Library book drops as long as the ILL label is still attached.
- Borrowed material not picked up within 7 days shall be returned to the lending library.
- Borrowed material is subject to recall by the lending library and immediate return is expected.

### ***Renewing Interlibrary Loan Items***

- A patron should pick up ILL items when notified in order to maximize the loan period. The ILL loan period begins on the date the item is received by the borrowing library.
- Renewal requests must be made by the borrower at least (3) business days prior to the due date to provide the lending library sufficient time to either approve or deny the request.
- Please note many lending libraries do not allow renewals for ILL items.

### ***Fines and Fees for Interlibrary Loan Items***

- Sachse Public Library offers ILL services for free when items are picked up and returned on time and free of damage.
- Patrons who request an item through ILL and fail to pick it up within 7 days of notification shall be assessed a fee of \$5.00 for each unclaimed title.
- Patrons who fail to return materials borrowed on their behalf will be charged a processing fee of \$5.00, as well as any other fees requested by the lending library.
- Patrons with lost items or materials damaged beyond repair shall be charged the actual replacement cost as well as a \$5.00 processing fee.

### ***Responsibilities of Interlibrary Loan Borrowers***

- Interlibrary Loan borrowers shall be responsible for any charges assessed in connection with ILLs, whether or not they choose to use the material, including overdue fines, lost or damaged items, and any additional charges/fines/fees imposed by the lending institution.
- Interlibrary Loan Borrowers shall be responsible for compliance with the Copyright Laws of the United States (Title 17, United States Code).

### **LOST OR DAMAGED ITEMS**

#### ***Lost Items***

- Items more than 30 days overdue shall be automatically marked lost.
- Patrons with lost items shall be charged the actual replacement cost plus a \$5.00 processing fee. If the lost item is found and returned to the Library by the patron, the replacement cost of the item and the processing fee will be waived, unless the Library has already purchased a replacement copy of the item, or if the item has been lost for a period of 6 months or longer.
- Items which have been marked lost for a period of 6 months or longer shall be declared unrecoverable. Replacement and processing fees for unrecoverable items will not be waived.
- Lost components of multi-part items, such as board or card games, puzzles, kits, audio discs, or DVDs from multi-part sets, shall be charged at the supplier's replacement fee plus shipping cost, if individual parts are available for purchase. The full replacement cost of the item, plus a \$5.00 processing fee will be charged if the individual components cannot be purchased.
- Unless the Library has already purchased a replacement copy, patrons may choose to replace a lost item with an exact, new copy of same title in lieu of paying the replacement cost. The replacement item must be new and in the same format as the original (*i.e.*, hardcover, Blu-ray, etc.). Patrons shall still be assessed a \$5.00 processing fee.
- No refunds shall be offered once a replacement has been made, or if the item is later returned after the patron has paid the replacement cost or processing fee.

#### ***Damaged Items***

- Patrons who return an item which is damaged beyond repair, whether or not they choose to use the material, shall be charged the actual replacement cost plus a \$5.00 processing fee.
- Damaged items which do not require a complete replacement shall be charged a minimum of a \$5.00 processing fee. An additional fee shall be charged if a case or container is damaged.
- Damaged components of multi-part items, such as board or card games, puzzles, kits, audio discs, or DVDs from multi-part sets, shall be charged at the supplier's replacement fee plus shipping cost, if individual parts are available for purchase. The full replacement cost of the item, plus a \$5.00 processing fee will be charged if individual parts cannot be purchased.
- Unless the Library has already purchased a replacement copy, patrons may choose to replace a damaged item with an exact, new copy of same title in lieu of paying the replacement cost. The replacement item must be new and in the same format as the original (*i.e.*, hardcover, Blu-ray, etc.). Patrons shall still be assessed a \$5.00 processing fee.

- Once a patron pays for or replaces a damaged item, the original item may become the property of that patron if the item is paid for or replaced in a timely manner. Damaged items will be held at the front desk for 30 days, after which the Library may dispose of the damaged item. In extreme cases of damage, including but not limited to mold or insect infestation, Library staff may elect to dispose of damaged items immediately in order to protect other items. Whether or not the damaged item is picked up by the patron or disposed of by the Library, the patron is still responsible for paying the replacement cost or replacing the item.
- No refunds shall be offered once a replacement has been made, or if the item is returned after the patron has paid the replacement cost or processing fee.

***Forgiveness of Library Fines and/or Fees***

- The Library Manager or his/her designee shall have the authority to authorize the forgiveness of library fines and/or fees. The forgiveness of library fines and/or fees may occur in conjunction with an organized event, such as a “Food for Fines” food drive event, or individually on a case-by-case basis at the discretion of the Library Manager or his/her designee.