

## Anadarko Community Library Card Application and Policy

### Library Cards

- A library card may be issued to any individual who lives, works, or owns property (must show proof) in Caddo County.
- Oklahoma Residents outside Caddo County will be charged a fee of \$25.00 per year for library services.
- Out of state residents will be charged a fee of \$25.00 for a period of three (3) months for library services.
- A \$5.00 replacement card fee will be charged if a card is lost or damaged. If library card will not scan because of natural causes a free replacement card will be given to the patron.
- Patrons must have their library card to check out and may not check out book for any other person – If library card has been lost or stolen, a picture ID can be used one time before a card replacement will be required.

**An application for a library card form must be completed for every person wanting access to library collections. Before a card is issued to an applicant, the applicant must provide the following:**

- A state or government picture ID for adults – Minors who do not have an ID can be verified through parent or legal guardian.
- Minors under the age of eighteen (18) must have a parent or legal guardian's signature for library services.
  - *Legal Guardians must show proof of guardianship and must provide a photo ID.*
- Proof of address such as current mail, paycheck stub etc., dated within the last 30 days.
- A phone number where the applicant can be reached or receive messages, and a reference person (in good standing with the library) with a working phone number.
  - When a new patron receives a library card, the patron status will be set to New Patron and their card expiration date will be set for ninety (90) days out from that date. At the end of ninety (90) days, staff will review their standing and update their patron status accordingly. Under New Patron status, a patron is allowed three (3) items at one time.
  - The use of the library or its services may be denied for due cause. Due cause may be defined as, but not limited to: failure to return books, failure to pay penalties or fines, destruction of library property, disturbance of other customers, or any other objectionable behavior.
  - A card will not be issued, or materials checked out to any customer if a family member of the household owes a fine for overdue, lost or damaged materials until the total amount is paid.
  - Materials may not be checked out on other family member's accounts.
  - Information on patron's account will be verified via a current mail, pay stub dated within the last 30 days in order to renew their account.

### Circulation Services

#### **Borrowing Periods**

- Adults/Seniors are allowed a total of six (6) checkouts of materials, which may include books, magazines, audio books, and publications.
- Adults/Seniors are allowed a total of three (3) checkouts of DVDs.
- Children/Youth are allowed a total of four (4) checkouts of materials, which may include books, magazines, audio books, and publications.
- Children/Youth are allowed a total of one (1) checkout of DVDs.
- **Friends of the library members are allowed two (2) extra items checked out for four (4) extra days with proof of membership per calendar year.**
- Books, magazines, audio books, and publications are loaned for two (2) weeks.
- DVDs are loaned for one (1) week.
- All materials may generally be checked out for an additional two (2) weeks in your account online, or by auto renew, unless the item has been requested by another customer. Materials can be renewed up to three (3) times unless item is on reserve. The auto renew will renew any materials that are allowable and let the patron know via text message or email. All non-renewable items will incur regular fines if not returned on time.

- There is a limit of three (3) DVDs per household.
- All materials are due on the due date. The library provides a two (2) day grace period after the due date prior to assessing a fine.

### **Fines and Charges**

- There is a two (2) day grace period before a fine of \$.25 per day is assessed on overdue books, magazines, audio books, and publications up to a maximum fine of \$5.00.
- There is no grace period for Inter Library Loan (ILL – borrowed from another library) books with a fine of \$1.00 per day with a max of \$10.00 or the total amount charged from loaning library.
- There is a two (2) day grace period before a fine of \$1.00 per day is assessed on overdue DVDs, headphones, and iPads up to a maximum fine of \$10.00.
- In lieu of the maximum fine, the fee for lost or damaged materials shall be the cost of the item based upon the price from Baker & Taylor.
- If a returned item is found to be lost, damaged or defaced, current replacement price will be charged plus a \$10.00 processing fee will be charged.
- If a returned item is found to have missing labels or original case, a processing fee of \$10.00 will be charged.
- If the book is no longer in print, the price will be that of a comparable substitute book. Refunds will be given on lost items that have been paid for, only if the lost item is returned in good condition within thirty (30) days along with the receipt given at time of payment.
- Fines do not accrue on Sundays, Holidays or at times Library must close for an emergency, weather related or otherwise posted.
- When a book or library item becomes overdue a call to the customer is made (if possible), a reminder letter is sent for the first notice, and a Library Letter is sent for the second notice and a Library letter and a District Attorney Letter (attached) will be sent for the third and final notice. If not returned the borrower will be prosecuted under Oklahoma Law 210.5 Section 1739, as directed by the District Attorney.

### **Failure to Return Items or pay fines**

- When a patron has failed to return item(s) and has received two (2) or more letters, their patron status will be changed to blocked. If not returned the borrower will be prosecuted under Oklahoma Law 210.5 Section 1739, as directed by the District Attorney.
- If a restricted patron returns their item(s) and pays their fine(s), staff will change the status to probation and set the card expiration date ninety (90) days out from that date.
- If a patron fails to return overdue item(s) within a year, the account status will be switched to inactive. All item(s) will need to be returned in good condition (or paid for) and fine(s) paid before patron status will be changed. Patron will need to provide a Picture ID and identification of current address (see Library Cards) in order to update all information. Status will then be switched to probation for a (6) month period.
- During the patron's probation period they will be allowed to check out one (1) item at a time. At the end of ninety (90) days, staff will review their standing and update their status accordingly.
- After materials are overdue for twelve months, they are considered lost. The item will be deleted from our system and a fee will be charged on the patrons account.

# Anadarko Community Library Card Application

**[Official Use Only – Staff will fill this part out]**

Staff Member \_\_\_\_\_ Date \_\_\_\_\_ New / Renew

Patron #	Patron #
Patron #	Patron #
Patron #	Patron #
Patron #	Patron #
Patron #	Patron #
Patron #	Patron #
Patron #	Patron #

Check one  **Caddo County Resident**     **Non-Caddo County Resident**     **Out-of-State Resident**

**Adult in Household:**

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Phone: \_\_\_\_\_  
 Physical Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_ Birthdate \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**If Minor:** Are you the:  **Natural Born Parent**     **Legal Guardian**

**Date you were declared legal guardian:** \_\_\_\_\_ **Court that declared you guardianship** \_\_\_\_\_

**Additional Family members who live in your household (Same Address):**

First Name _____	Middle _____	Last Name _____	Birthdate: _____
First Name _____	Middle _____	Last Name _____	Birthdate: _____
First Name _____	Middle _____	Last Name _____	Birthdate: _____
First Name _____	Middle _____	Last Name _____	Birthdate: _____
First Name _____	Middle _____	Last Name _____	Birthdate: _____
First Name _____	Middle _____	Last Name _____	Birthdate: _____
First Name _____	Middle _____	Last Name _____	Birthdate: _____
First Name _____	Middle _____	Last Name _____	Birthdate: _____
First Name _____	Middle _____	Last Name _____	Birthdate: _____

1. I certify that all information given on this card is true and correct.
2. As a parent or guardian of this child, I have read the Anadarko Community Library Policy for general operating policy for failure to return items, failure to pay fines, and library conduct; and the library internet policy. (Section XIII) which includes internet access guidelines, limitations to internet access at the library workstations, legal and ethical issues, abusive customers, adult internet user card, child internet user card, temporary internet user card, filter, and the children’s internet user policy.
3. I understand that this library and internet access is for educational purposes. However, I recognize the impossibility for Anadarko Community Library to restrict access to all controversial materials from a child.
4. I do not under any circumstances hold the Anadarko Community Library and its staff, board, or any other party responsible for material acquired by this child on the Anadarko Community Library internet, or material collection.
5. I understand and acknowledge my role as the parent or guardian of this child as it is my responsibility as the guardian to monitor material for my child if I so choose so. I hereby grant Anadarko Community Library and or internet access to this child.

Signature \_\_\_\_\_ Date \_\_\_\_\_