

# **Anadarko Community Library Circulation Policy**

**Library Cards:** A library card may be issued without charge to any individual who lives, works, or owns property in Caddo County. (Persons who reside) outside Caddo County will be charged a fee of \$25.00 per year 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.

An application for a library card form must be completed with accurate contact information, including phone number and or email, for every person wanting access to library collections. Before a card is issued to an applicant, the applicant must provide: (identification. Parents or legal guardians will need to provide identification and sign as responsible party for a minor to receive a library card.)

## **Accepted forms of identification:**

- A state or government picture ID
- Minors under the age of eighteen (18) must have a parent or legal guardian's signature for library services. Minor's Guardian must provide a photo ID.
- If picture ID does not provide current address an additional form of identification will be needed to show proof of address, such as current mail, paycheck stub etc., dated within the last 30 days.

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.

Patrons cannot check out library material if their fines/fees or their child's fines/fees exceed \$6.00.

Materials may not be checked out by anyone other than the cardholder unless a note is provided in the system.

Information on patron's account will be verified yearly in order to update information. A patron can call to verify their information. If changes are needed a current photo ID, piece of mail or pay stub dated within the last 30 days will be need to be provided at their next library visit.

## **Anadarko Public School Students**

Parents or guardians of minor children at the Anadarko Public Schools (APS) may enroll their children during regular school enrollment. Faculty members at APS who handle the enrollment will verify the parent or guardian's identification as well as provide legal guardianship documents as needed. Renewal of library cards from APS enrollment will still be required to adhere to all policies related to their library card, use and access. Library cards will be made and returned to the school for new patrons. All existing student patrons will need to maintain the library card provided at the time it was issued.

## **Circulation Services**

### **Borrowing Periods**

- Cardholders are allowed a total of ten (10) checkouts of materials, which may include books, magazines, audio books, and publications.
- Cardholders are allowed a total of three (3) checkouts of DVDs.
- There is a limit of three (3) DVDs per household.
- 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 by calling the library or by logging into 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 notify the cardholder via text message or email. All non-renewable items will incur regular fines if not returned on time.
- 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 an item is found to be lost, damaged or defaced, current replacement price will be charged plus a \$10.00 processing fee will be charged.
- 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.
- Fines can be paid by cash, check, cashier's check, or money order. If a customer has at least two checks returned to us by your financial institution, a third check will not be accepted as payment. Future payments must be in cash, cashier's check, or money orders. For each returned check, you will be charged a \$40.00 processing fee.
- When a book or library item becomes overdue,
  1. A call to the customer is made (if possible)
  2. A reminder letter is sent for the first notice. **(Sent after seven 7 Days overdue)**
  3. A Library Letter is sent for the second notice. **(Sent after twenty-eight 28 Days overdue)**
  4. Bill Notice and a District Attorney Letter (attached) will be sent for the third and final notice. **(Sent after sixty 60 days overdue)** If not returned the borrower will be prosecuted under Oklahoma Law 210.5 Section 1739, as directed by the District Attorney.

If items are kept longer than six (6) months, they will be considered lost.

### **Failure to Return Items or Pay Fines**

When a cardholder's account exceeds \$6.00, they will be unable to use their library card until the accounts fines/fees are below \$6.00.

- After materials are overdue for six (6) months, they are considered lost. The item will be deleted from the library's system and a fee will be charged on the cardholder's account. The cardholder will need to update their account and pay all fines/fees to get their account in good standing.

### **Electronic Device Circulation**

An electronic device is a device that can connect to a mobile hotspot device and connect to the internet for most of your internet needs. The Anadarko Community Library lends electronic devices to library cardholders (18) eighteen years of age or older, in good standing.

- Electronic device checkout is limited to one per household for a period of (7) seven days and it cannot be renewed. Electronic devices are available on a first-come, first-served basis from the time of opening until an hour before the library closes. The electronic device checkout time will not be extended for any reason including but not limited to cellular network outages or connectivity issues.
- The library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning materials. The library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection

of other electronic devices or lost data resulting from the use of the electronic devices.

- The Anadarko Community Library does not guarantee that the wireless network will be available and the library is not responsible for outages or connectivity issues.
- Electronic devices have a limited checkout to (1) one checkout per household at a time.

### **Internet Use**

The Anadarko Community Library is not responsible for any information accessed or action taken by a patron while using an electronic device. Users are encouraged to use safe internet practices. Using the electronic device to access any online content determined to be illegal or obscene according to federal, state or municipal law will result in revocation of hotspot borrowing privileges and potentially criminal prosecution.

The Anadarko Community Library is not responsible for any breach or interception of confidential information resulting from the malicious activity of any internet user. The Anadarko Community Library cannot guarantee any privacy while using electronic devices.

### **Late Fees & Other Charges**

- **Electronic devices must be returned on the 7th day of checkout to library staff at the library circulation desk.** An overdue charge of \$10.00 per day up to the full replacement cost will accumulate for any electronic device not returned on time. Full Replacement cost is as follows:
- **Electronic Devices are not to be put in the library drop box; failure to accurately check in these devices can cause a loss of electronic device checkout privileges.**

**WI-FI Hotspot Device** \$60.00, Case \$45.00. (A WI-FI hotspot is a device that can connect a mobile-enabled device, such as a laptop, smart phone or tablet to the internet. The hotspot is portable so it can be used almost anywhere. More than one device can be connected to the WI-FI hotspot and in most situations; up to ten devices can connect.)

- Data service will be shut off after the 7<sup>th</sup> day of the borrowing period.
- Patron is responsible for the cost of the device or any parts that may become lost, damaged or stolen or otherwise not returned. Failure to return an electronic device will result in loss of borrowing privileges and will be considered theft of library property and the borrower will be prosecuted under Oklahoma Law 210.5 Section 1739, as directed by the District Attorney.

## **Inter-Library Loan**

The Anadarko Community Library makes available to our customers the materials from other libraries through the Oklahoma Department of Libraries.

- The patron must have a library card in good standing, be eighteen (18) or older and may only request one (1) item at a time (at the Library Director's discretion).
- Materials may be restricted to in-Library use only by the lending library.
- The length of time a borrowed item may be kept is determined by the lending library's due date. Materials are only renewable with the approval of the lending library. All ILL renewals must be requested three (3) business days before due date to allow time to request the renewal from the loaning library.
- Fines may be charged by the lending library. Some lending libraries charge a flat fee of \$5.00 for overdue materials. The customer is responsible for charges, which the Anadarko Community Library could be billed by the lending library for lost or damaged materials. Customers are responsible for all charges incurred with the request. These may include fines for overdue materials, processing fees, rental fees, photocopy charges, replacement cost, and fees associated with lost or damaged items.

## **Health and Safety**

**Health and Safety instances where an individual may have future access to library privileges suspended could include but are not limited to:**

- Evidence that items checked out on a patron's card were returned with insects known to be damaging to library materials, e.g. roaches, silverfish, fleas, lice, bed bugs, and some types of beetles. Evidence includes dead or live insects in materials upon return of materials, or evidence of materials stained with stains that are clearly from insects.
- Should it become necessary to suspend a patron's library privileges in order to protect library collections, facilities, or other individuals, direct notification of the suspension will be made by library staff at the time of occurrence as possible. Suspension will be considered temporary and will be restored when patron demonstrates that the originating situation has been remedied. This may include proof from a licensed pest control exterminator that an inspection of the patron's primary residence has occurred and has been given the all clear in writing.

### **Returning materials contaminated with pests**

- If library material may have come in contact with any roaches, silverfish, fleas, lice, bed bugs, and some types of beetles the patron should not return the

material in the drop box. They should place materials in a sealed plastic bag and return them and notify a staff member of the situation.

- Materials that are returned with pest infestation will be treated or discarded at the library director's discretion. Materials that must be discarded will be charged to the patron at full replacement value and all relevant circulations policies regarding fines and fees will still apply. If further instances of infested materials occur, library privileges may be permanently withdrawn.

## Anadarko Community Library Card Application

[Library Staff Only]

Staff: \_\_\_\_\_ Date: \_\_\_\_\_ Library Card #: \_\_\_\_\_

A parent or legal guardian must fill out application and sign as responsible party for minors.

Please note that if you are obtaining a card for a minor, as either "parent" or "legal guardian", you are accepting financial responsibility for any fines/fees/charges that individual may incur.

### Library Applicant's Information:

Check one  Caddo County Resident  Non-Caddo County Resident

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred form of contact:  Phone  Text  Email  
(Select all that apply)

Do you want to receive the library's newsletter via email?  Yes  No

If account is being obtained for a Minor: Are you the:  Parent  Legal Guardian

1. I certify that all information given on this form 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, library conduct, and the library internet policy. Which includes internet access guidelines, children internet user, limitations to internet access at the library workstations, legal and ethical issues, abusive customers, and filter.
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 card and or internet access to this child.

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

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

## Anadarko Community Library Equipment Checkout Form

I, \_\_\_\_\_, (print full name), understand and agree to the rules of use. By signing this agreement, I accept the above loan policy and am stating I am responsible to return this equipment \_\_\_\_\_ (specify equipment), to the Anadarko Community Library in good working condition.

I understand that extending the borrowing period is not an option under any circumstance and am able to bring the device back on or before the 7<sup>th</sup> day of the borrowing period at least one hour before the library closes.

I understand that if not returned on time the WI-FI device will be turned off and will be unusable after the 7<sup>th</sup> day.

I understand that a fine of \$10.00 per day will be assessed beginning on the 8<sup>th</sup> day and will continue to accrue until full replacement cost has been accrued.

I understand that the WI-FI device **MUST** be turned into the circulation desk and NOT the library drop box and a fee will be assessed of \$75.00 if placed in the drop box.

My signature below indicates that I received a copy of the Circulation Policy which includes Electronic Device Circulation, Internet Use, Late Fees & Other Charges upon initial check-out of a device.

Patrons Full Name: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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