

CIRCULATION POLICY

OBTAINING LIBRARY CARDS

Only authorized library staff may issue a card to a patron. Library cards expire three years from the date issued unless otherwise specified in the policy.

ADULT LIBRARY CARDS

Any person that lives, works, attends school, or owns property in Payne County may apply for a library card. There is no fee for the first card. Proof of identification and Payne County residency is required. (See Appendix A, "Operational Definition of Payne County Residency")

Library cards for applicants unable to provide an operational Payne County address will be mailed. Receipt of the card by the applicant constitutes proof of address. Two items may be borrowed at one time until address is verified.

People who do not meet the "Operational Definition" of a Payne County resident may obtain a library card for an annual fee of \$15 per card, payable in advance with proof of identification and address. Library cards will only be issued to residents of the state of Oklahoma.

CHILDREN'S LIBRARY CARDS

To obtain a library card for children under 18 years of age, the parent/legal guardian/responsible adult and the child must be present at the time of application. The parent/legal guardian/responsible adult's signature is also required on the library card. Additional information required includes the child's year of birth and the adult's information. There is no minimum age limit to obtain a library card. Upon reaching the age of 18, the patron must update his/her information and have the library staff change his/her status to an adult. The parent/legal guardian/responsible adult is legally responsible for any fees incurred by children under the age of 18.

TEMPORARY LIBRARY CARDS

Temporary cards are issued to patrons who do not expect to live in Payne County any longer than six (6) months or do not have a permanent address*. Patrons must complete an application and provide proof of identification. Temporary cards are issued for six (6) months or until address is verified, and cannot be renewed. Two items may be checked out on a temporary card at a time.

*For those living in a shelter, a letter from the shelter director stating residency in the shelter is acceptable.

TEACHER LIBRARY CARDS

Teachers applying for a Teacher Card must provide proof of employment with a public/private school or daycare system within Payne County. (See Appendix B, "Teacher Card")

HOMEBOUND LIBRARY CARDS

Homebound cards can be obtained by completing the homebound application form and a reader's profile. A form should be completed even if the patron currently possesses a borrower's card. Homebound library cards are retained by the Outreach librarian. (See Appendix C, "Homebound Policy" for more information). Patrons identified as having 'special needs' by designated library staff may be eligible for the Homebound service.

OUTREACH SERVICES / DEPOSIT COLLECTIONS

Institutions in Stillwater who wish to receive a deposit collection of 20 library items can complete an institution survey profile and sign a letter of agreement to have library materials delivered to their institution on a monthly basis from September through April. Institution/outreach cards are kept at the library. (See [Appendix D](#). "Outreach Services and Deposit Collections" for more information)

EXPIRED OR LOST LIBRARY CARDS

Expired cards are renewed or replaced without charge to the patron. There is no charge for replacing a card due to normal wear or legal name change provided the patron returns the original card. Replacement cost of a lost card is \$1.00. Replacement of a library card for a child under the age of 18 will require the presence of the parent/legal guardian/responsible adult.

BORROWING MATERIALS WITHOUT A LIBRARY CARD

Patrons may check out materials twice in one calendar year without their library card. Adults must provide an alternate form of identification. Minors must verify information on card. Once the limit of two times is reached, a new library card must be purchased for \$1.00, and the privilege of checking out two times without a card will be restored.

CIRCULATION OF LIBRARY MATERIALS

Library materials listed as circulating in the Library's catalog will be loaned to patrons with a valid borrower's card. Patrons with less than \$5.00 in fines are eligible to borrow materials. Cards with \$5.00 or more in fines are invalid until fines are reduced below \$5.00. Barred cards are not valid until cleared by a supervisor.

CHECKOUT LIMITS

Patrons may have a total of 50 items checked out on their account (not including paperbacks). This total may include a maximum of 6 music CDs, CD-books, DVDs, or CD-ROMs each. 50 paperbacks may be checked out at one time.

CHECKOUT PERIODS

- 15 days for regular circulating items
- 8 days for any item on hold
- 30 days for items checked out on a Teacher card with no renewals.
- 30 days for items checked out on Homebound cards
- 30 days for items checked out on Outreach cards
- Special due dates for Interlibrary loan items

RENEWALS

Materials may be renewed in person, over the telephone, or from the Library's Internet web page. Items can be renewed from the web page if there are no overdue items or less than \$5.00 in fines. Library materials may be renewed two times. Interlibrary loan materials may be renewed once, for five days. Longer renewal periods require the consent of the lending institution. The following materials may not be renewed:

- Items on a teacher's card
- Items with holds/reserves
- Items previously renewed twice

OVERDUES AND FINES

An item is overdue if not returned by the due date. Fines are \$.25 per item, per day. The maximum fine for any one item is \$5.00. Items returned that have been withdrawn from the collection will be charged the maximum fine. Fines do not accumulate when the Library is closed.

RESERVES/HOLDS

Patrons may reserve items listed in the online catalog as checked out, having other holds, or in-process. Any patron with a valid card may place a reserve and request up to 15 reserves at a time.- Reserves can be made from the web page if the patron has no overdue-materials and less than \$5.00 in fines.

Library staff will attempt to contact patrons for three days when an item is available before removing the patron's name from the reserved list. Once contacted, reserve items will be held for three (3) days.

INTERLIBRARY LOAN REQUESTS

All patrons with a valid library card may borrow materials from other libraries through the Interlibrary Loan service. Patrons may check out Interlibrary Loan materials if they have less than \$5.00 in fines. Interlibrary loan services will place up to five (5) interlibrary loan items a week for an individual patron. Patrons are responsible for all charges incurred with the request, except postage charges. Additional interlibrary loan charges may include fines for overdue materials, processing fees, rental fees, photocopy charges, replacement costs, and fees associated with lost or damaged items.

DAMAGED AND LOST ITEMS

Patrons are responsible for any loss or damage to library materials incurred while an item is checked out on their card. Patrons who damage or lose one item in a set of materials will be required to pay for the entire set if the Library is unable to replace individual parts. Overdue fines for damaged/lost items are waived when the patron pays the replacement cost of those items. If a lost item is subsequently found and returned, the patron will be refunded the cost of the item, minus an \$8.00 processing fee. The Library is not responsible for damages to personal audio-visual/computer equipment used with library materials.

Disagreements concerning any aspect of this policy may be appealed to the Stillwater Public Library Board.

Approved by Library Board 5/28/02

Revised 10/22/02; 3/25/03; 10/28/03; 1/27/04; 6/22/04; 3/22/05; 5/24/05; 9/27/05; 5/23/06; 8/22/06; 3/25/08; 5/27/08

Appendix A
OPERATIONAL DEFINITION OF PAYNE COUNTY RESIDENCY

All applicants for a Stillwater Public Library borrower's card are required to furnish proof of identification and address. Any person who lives, works, attends school or owns property in Payne County will be considered a resident and eligible for a Stillwater Public Library borrower's card at no charge.

Post office boxes, hotel and motel addresses **will not** be accepted as proof of residency. Library cards will only be issued to residents of the state of Oklahoma.

Library cards for applicants unable to provide address validation will be mailed to a physical address. Receipt of the card by the applicant constitutes proof of address. Mailed cards will be issued for six (6) months until patron brings library card to the library. Two items may be borrowed at one time until address is verified.

Acceptable proofs of county residency include:

- Driver's license with current street address
- Current vehicle insurance verification listing Payne County
- Personal check with printed name and street address
- Voter registration card
- Utility bill or receipt within past 30 days with name and address
- Any first class, stamped piece of mail with name and address postmarked within the past 30 days
- Current Stillwater/Payne County telephone directory
- Oklahoma State University student bursar account
- Current Payne County property tax statement
- Current payroll stub from a Payne County business

Any person not meeting the "Operational Definition" of a Payne County resident will be charged an annual fee of \$15.00 to receive a Stillwater Public Library borrower's card.

Approved by Library Board 3/26/02
Revised 5/28/02; 3/22/05; 5/23/06; 3/25/08
Re-affirmed 9/27/05

Appendix B

TEACHER CARD

The library staff will issue borrower's cards to teachers who are employed in Payne County for classroom use according to the following guidelines:

1. Teachers must provide proof of employment with a public/private school or daycare system by:
 - a. Providing a current payroll stub from the school
 - b. Providing a letter from the principal or center director, the Board of Education, or ruling board stating that they are employed at the school/daycare
2. Verification of continued employment will be required to renew an expired teacher's card.
3. Teacher cards are valid one year from date of issue.
4. A limit of 50 items for classroom use may be checked out for a period of 30 days. These items cannot be renewed.
5. Items checked out on a teacher's card are not transferable to a personal borrower's card.
6. All regular circulating library materials may be checked out on a teacher card.
7. Teacher cards may be used to check out reserves/holds following the eight day check out limit policy.
8. Teachers are responsible for fines due to late, lost, or damaged books just as if they were checked out for personal use.

Approved 8/28/01

Revised 5/28/02; 10/26/04; 3/22/05; 5/23/06

Re-affirmed 9/27/05

Appendix C

HOMEBOUND POLICY

The Homebound delivery program serves clients of the Stillwater Medical Center Mobile Meals Program and Project Heart Elderly Nutrition Program. Services are also extended to homebound individuals who either arrange to have someone deliver and return library materials for them, or request that deliveries be made.

The Outreach Librarian will select materials for the homebound, maintain circulation records, prepare materials for delivery, and deliver and pick-up materials.

Library materials for the homebound will be selected on the basis of reader profiles, telephone contacts, or by requests and preferences marked on a book list. If homebound individuals prefer, they can arrange for friends or relatives to select books for them, or specifically request that deliveries be made.

Patrons identified by designated library staff as having 'special needs' will not fill out a reader's profile or have materials delivered. The policy regarding fines and fees for homebound patrons will apply

Delivery of library materials to homebound recipients will be performed by the Outreach Librarian or his/her designee.

Fines on overdue library materials and fees on lost materials are waived except in exceptional situations. Exceptional situations will be handled on a case-by-case basis by the Library Director or his/her designee.

Approved 6/25/91

Revised 9/28/93, 5/28/02; 5/23/06; 3/25/08; 5/27/08

Re-affirmed 9/27/05

Appendix D

Outreach Services & Deposit Collections Policy

The Outreach and Deposit Collections program serves institutions of the City of Stillwater who have patrons/clients that cannot travel to the library. Examples of institutions that may use SPL Outreach and Deposit Collections program are daycare centers and pre-schools, youth shelters, nursing homes and assisted living facilities.

Each institution and SPL will sign a letter of agreement at the beginning of each delivery year (September).

The Outreach Librarian will select materials for the institution, maintain circulation records, prepare materials for delivery, and deliver and pick-up materials on a monthly basis from September through April. Materials will be selected on the basis of an institution survey profile, telephone contacts, or on the request sheets attached to the book delivery containers.

Each month SPL will deliver a container(s) with 20 library items to the designated facility. The greatest portion of library materials in each container will be books, but other formats, if desired by the institution, can be included in the deposit collections.

A facility may have up to three (3) deposit collections.

Items will be checked out to institutions for a period of one (1) month. No fines will be assessed to facilities for overdue items. If an item is not returned to the library in three (3) months, the facility will be assessed the cost of the item. If items are returned to the library damaged, the facility will be assessed the cost of the item. The facility will have thirty (30) days to pay costs incurred to them.

Delivery of library materials to institutions will be performed by the Outreach Librarian or his/her designee.

Approved 3/25/08.