



CIRCULATION POLICY

OBTAINING LIBRARY CARDS

Only authorized library staff may issue a card to a patron. With the exception of adults who have an additional Teacher's Card, no one may have more than one library account. Library cards must be renewed once per year from the date issued unless otherwise specified in the policy. Any card with no fines that has not been updated within 2 years of its expiration will be removed from the library's database.

ADULT LIBRARY CARDS

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

People who are unable to provide proof of Payne County residency will be limited to checking out two items 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 a non-refundable annual fee of \$25.00 per card, payable in advance with photo identification and proof of 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 legal guardian/responsible adult and the child must be present at the time of application. The 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 photo identification and proof of Payne County residency. The legal guardian/responsible adult is legally responsible for any fees incurred by children under the age of 18. 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 library staff change his/her status to an adult.

TEMPORARY LIBRARY CARDS

Temporary cards are issued to patrons who expect to live in Payne County more than 30 days but less than six (6) months, or do not have a permanent address*. Patrons must complete an application and provide photo identification. For those living in a shelter, a letter from the shelter director stating residency must be provided. Applicants living in other temporary housing may obtain a card by providing proof of employment in Payne County and proof of a permanent mailing address. Temporary cards are issued for six (6) months or until a permanent Payne County address is verified, and cannot be renewed. Two items may be checked out on a temporary card at a time.

*Hotels, motels, shelters, and other temporary housing are not considered to be a permanent address.

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. Fifteen items may be checked out on a homebound card at a time (See [Appendix C](#), “Homebound Policy” for more information).

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. 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 \$2.00 for residents of Payne County and \$4.00 for out-of-county residents. (See [Appendix A](#), “Operational Definition of Payne County Residency”)

BORROWING MATERIALS WITHOUT A LIBRARY CARD

Patrons may check out materials twice in one calendar year without their library card. Adults must provide photo identification. Minors must verify information on card. Once the limit of two times is reached, a replacement library card must be purchased for \$2.00 for residents of Payne County and \$4.00 for out-of-county residents, and the privilege of checking out two times without a card will be restored. (See [Appendix A](#), “Operational Definition of Payne County Residency”)

CIRCULATION OF LIBRARY MATERIALS

Library materials listed as circulating in the Library’s catalog will be loaned to patrons with a valid 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.

CHECKOUT LIMITS

Patrons may have a total of thirty (30) items checked out on their account (not including paperbacks and downloadable media). This total may include a maximum of six (6) music CDs, CD-books, or DVDs each. Fifteen (15) 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 Teacher, Homebound and Outreach cards with no renewals.
- Special due dates for Interlibrary loan items

OVERDUES AND FINES

An item is overdue if not returned by the due date. Fines are \$.25 per item, per day for all items. 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.

The Stillwater Public Library uses a third party collection agency to secure unreturned materials and outstanding charges from customers who have not responded to notices. Accounts with items 45 days overdue and owing \$50.00 or more in charges are turned over for collection. A \$10.00 processing fee is added to any account submitted for collection. (See [Appendix E](#), Oklahoma State Statute 21 – 1739 Library Theft).

RENEWALS

The maximum number of renewals for regular circulating items is two (2) times. Items that have holds/reserves, or that have reached the maximum fine of \$5.00 may not be renewed. Items on Homebound, Outreach and Teacher’s card may not be renewed. Renewal dates are from the date renewed, not the original due date. Renewals can be made in person and by phone. Renewals may be

made from the web page if the patron has no overdue materials and less than \$5.00 in fines. Extension of due dates for interlibrary loan materials requires consent of the lending institution.

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 fifteen (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 card may borrow materials from other libraries through the Interlibrary Loan service. Interlibrary loan services will place up to three (3) interlibrary loan requests per week for an individual patron whose fines are below \$25.00. Each request placed will be assessed a \$2.00 fee payable at the time the item is picked up. Items not picked up will still be assessed a \$2.00 fee. Patrons may check out Interlibrary Loan materials if they have less than \$5.00 in fines. Patrons are responsible for any additional charges incurred with the request. 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. Should a lost ILL be subsequently found, there are no refunds. Due date extensions requires consent of the lending institution. The ILL librarian should be contacted 2 days before the due date for an extension request.

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. Types of damage for which a patron may be charged include, but are not limited to: offensive odors such as cigarette smoke or pet smells, water damage, stains, torn or chewed pages/covers, insect damage, and scratched/broken disks. 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. Patrons must pay the list price of the item at the time it was added to the collection. The library does not accept substitute materials as replacements. If a lost item (with the exception of interlibrary loans) is subsequently found and returned within six (6) months, the patron will be refunded the cost of the item, minus a \$10.00 processing fee. The Library is not responsible for damages to personal audio-visual/computer equipment used with library materials.

A patron who returns items with damage or infestation due to roaches, bed bugs, or other pests may be charged for the materials if they are beyond treatment. If it is deemed that continued borrowing of materials threatens the health and safety of library facilities and other patrons, library privileges may be revoked until the patron can demonstrate that the situation that caused the loss of privileges has been remediated.

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; 8/26/08; 11/25/08; 12/16/08; 2/24/09; 8/25/09; 10/26/10; 1/24/12; 10/22/13; 3/24/15; 8/23/16; 3/27/18

Appendix A

OPERATIONAL DEFINITION OF PAYNE COUNTY RESIDENCY

All applicants for a Stillwater Public Library borrower's card are required to furnish photo identification and proof of 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.

People who are unable to provide proof of Payne County residency will be limited to checking out two items 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 a non-refundable annual fee of \$25.00 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; 12/16/08; 8/25/09; 10/26/10; 1/24/12; 8/23/16

Re-affirmed 9/27/05; 10/22/13; 3/27/18

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 30 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; 10/26/10

Re-affirmed 9/27/05; 10/22/13; 3/27/18

Appendix C

HOMEBOUND POLICY

The Homebound delivery program serves clients of the Stillwater Mobile Meals Program, and residents of nursing homes and assisted living facilities. Services are also extended to homebound individuals who arrange to have someone pick up and return library materials for them. A library patron with a current regular card may have the card changed to Homebound status should an event occur which will leave the patron homebound for 60 days or more.

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

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. In this instance, photo identification of the friend or relative will be required at time of checkout.

Delivery of library materials to participants in the Mobile Meals Program will be performed by the drivers for Mobile Meals. Delivery of materials to residents of nursing homes and assisted living facilities will be performed by the Outreach Librarian or his/her designee.

A limit of 15 items may be checked out for a period of 30 days. These items cannot be renewed. All regular circulating items may be checked out on homebound cards.

No fines will be assessed to homebound patrons for overdue items. If an item is not returned to the library for three (3) months, the patron will be assessed the cost of the item. If items are returned to the library damaged, the patron will be assessed the cost of the item. The patron will have thirty (30) days to pay costs incurred to them. Fees for lost and damaged items may be waived in exceptional situations. Exceptional situations will be handled on a case-by-case basis by the Library Director or his/her designee.

If a homebound patron wishes to designate a 2nd party who will be responsible for fees incurred on the account, they may do so on the application form.

Approved 6/25/91

Revised 9/28/93, 5/28/02; 5/23/06; 3/25/08; 5/27/08; 10/26/10; 3/27/18

Re-affirmed 9/27/05; 10/22/13

Appendix D

Outreach Services & Deposit Collections Policy

The Outreach and Deposit Collections program serves institutions of the City of Stillwater who have patrons/clients who 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.

A designee of the institution and SPL will sign a letter of agreement. Should the original designee leave the institution, a new agreement must be signed.

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. 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 two (2) deposit collections.

Items will be checked out to institutions for a period of thirty (30) days with no renewals. 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.

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Revised: 10/26/10; 6/26/12; 10/22/13; 8/23/16

Reaffirmed: 3/27/18

Appendix E

Oklahoma Statute title 21, sec. 1739 Library Theft

- A. As used in this section:
1. "Library facility" means any:
 - a. public library; or
 - b. library of an educational, historical or eleemosynary institution, organization, or society; or
 - c. museum; or
 - d. repository of public or institutional records.
 2. "Library material" means any book, plate, picture, photograph, engraving, painting; drawing, map, newspaper, magazine, pamphlet, broadside, manuscript, document, letter, record, microform, sound recording, audiovisual materials in any format, magnetic or other tapes, catalog cards or catalog records, electronic data processing records, computer software, artifacts, or other documentary, written or printed materials regardless of physical form or characteristics, belonging or on loan to, or otherwise in the custody of a library facility.
 3. "Demand" means either actual notice to the possessor of any library materials or the mailing of written notice to the possessor at the last address of record which the library facility has for said person, demanding the return of designated library materials. If demand is made by mail it shall be deemed to have been given as of the date the notice is mailed by the library facility.
- B. Any person shall be guilty, upon conviction, of library theft who willfully:
1. Removes or attempts to remove any library material from the premises of a library facility without authority; or
 2. Mutilates, destroys, alters or otherwise damages, in whole or in part, any library materials; or
 3. Fails to return any library materials which have been lent to said person by the library facility, within seven (7) days after demand has been made for the return of the library materials.
- C. A person convicted of library theft will be guilty of a misdemeanor and shall be subject to the fine and restitution provisions of this subsection but shall not be subject to imprisonment. The punishment for conviction of library theft shall be:
1. If the aggregate value of the library material is Five Hundred Dollars (\$500.00) or less, by fine not exceeding One Thousand Dollars (\$1,000.00), or the offender shall make restitution to the library facility, including payment of all related expenses incurred by the library facility as a result of the actions of the offender, or both such fine and restitution; or
 2. If the aggregate value of the library material is greater than Five Hundred Dollar (\$500.00), by fine not exceeding Ten Thousand Dollars (\$10,000), or the offender shall make restitution to the library facility, including payment of all expenses incurred by the library facility as a result of the actions of the offender, or both such fine and restitution.
- D. Copies of the provision of this section shall be posted on the premises of each library facility. Added by Laws 1988, c. 112 – 1 eff. Nov. 1, 1988.