

Resolution 14-058 Amending the Homer Public Library Circulation Policy

Resolution ID: 14-058

Resolution Status: Adopted

Resolution Effective Date: Mon Jun 9th, 2014

Resolution Summary:

A Resolution of the City Council of Homer, Alaska, Amending the Homer Public Library Circulation Policy. City Manager/Library Director.

CITY OF HOMER

HOMER, ALASKA

City Clerk/

Library Director

RESOLUTION 14-058

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA, AMENDING THE HOMER PUBLIC LIBRARY CIRCULATION POLICY.

WHEREAS, The Library Advisory Board reviewed and approved the amendments to the Circulation Policy as follows:

HOMER PUBLIC LIBRARY

CIRCULATION POLICY

The library is supported by tax funds and to the greatest extent possible, its services and resources are available to the public without charge. Materials in all formats shall be circulated on the same basis. Those materials designated for library use only, due to fragility or rarity, may circulate on a limited basis to be determined by the library director.

LIBRARY CARDS

A library card is the legal and binding contract between the library and the patron.

A patron must present a card in good standing to borrow materials or use a computer.

A patron's card will be blocked, and no services may be obtained with it, if the patron owes \$5.00 or more in unpaid fines and/or fees.

Parents are responsible for keeping children's cards in good standing.

Library staff will renew overdue materials that have not reached the maximum renewal limit even if a patron's card is blocked in order to keep fines and/or fees from accumulating if possible. Please Note: an item that has been placed on hold may not be renewed.

LOST, STOLEN, OR DAMAGED CARDS

A patron is responsible for notifying the library promptly of a lost or stolen card.

A patron is responsible for all items checked out on the card prior to it being reported lost or stolen.

When a patron reports a library card is lost, stolen, or damaged, a block is placed or a replacement card is issued.

A patron must be present when the new card is issued.

Replacement cards are \$5.00.

A card may be replaced free of charge at the discretion of library staff for normal wear and tear (i.e. when the scanner is no longer able to read the barcode). Staff members may use their own judgment for hardship cases (e.g., patron's house burned down). It is important for all staff members to document such interactions in the patron's Extended Information field in order to assist both the patron and the library staff.

A patron must verify registration information.

A patron may have only one card.

FINES AND FEES

Overdue fines are assessed on items that are kept beyond their return due date.

The fines for the majority of circulating items are \$.15 per item per day.

Video (DVDs and VHSs) fines are \$1.00 per day. Please see Fines and Fees Policy for more detail.

Staff members may use their own judgment to waive an overdue fine; however, all significant fines should be cleared by a Library Technician III or the library director.

OVERDUE MATERIALS

Patrons who do not return overdue library materials after receiving two notices will be blocked until library material is returned. Patrons with large delinquencies will be referred to the Cornerstone Collection Agency for collection and will be charged an additional \$25.00 as well as all collection agency fees. Collection options include small claims action and attachment of the individual's Permanent Fund Dividend in an amount sufficient to cover the cost of what is owed.

LOST MATERIALS

A patron will be charged the cost of the lost item plus a processing fee.

A patron should not purchase a replacement copy of a lost item; the library may choose not to accept a replacement item due to a variety of circumstances (e.g., the title has a library (reinforced) binding, there is a newer edition, or more current information is available in a different title).

Staff members may use their own judgment to waive an overdue fine; however, all significant fines should be cleared by a Library Technician III or the library director.

REFUND OF REPLACEMENT FEES

The amount paid for a lost book that is later found and returned in good condition to the library can be refunded within 60 days of Lost Status.

After 60 days, the fee will not be refunded.

INCOMPLETE MATERIALS

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If a media item is returned missing a part or piece, it will not be checked in and fines will continue to accrue. If the patron does not return the missing part within 6 weeks, the patron will be charged a non-refundable replacement fee as well as a processing fee of \$7.00.

DAMAGED MATERIALS

If an item is returned in a non-repairable condition, and this condition is due to negligence on the patron's part, the patron will be charged the cost of the item plus a processing fee.

CLAIMS RETURNED MATERIALS

All staff should refer patrons to the Claims Returned Supervisor. In addition, it is important for all staff members to document interactions in the patron's Extended Information field in order to assist both the patron and the Claims Returned Supervisor.

MATERIALS LOST TO THEFT OR NATURAL CAUSES

At the discretion of the library staff, charges for materials lost or destroyed by natural causes such as fire or flood may be waived.

The library may request documentation of the loss.

The library will furnish a list of borrowed materials with costs for insurance purposes if asked to do so.

HOLDS

Items owned by the library but not immediately available will be placed on hold (i.e., reserved) for patrons upon request.

Items placed on hold may not be renewed; instead, the item must be returned to the library so it may be available for the patron who placed the hold.

LOAN LIMIT

The loan limit per library card is 12 items of general collection materials per patron.

A patron may not have more than 3 videos (DVDs or VHSs) checked out at any one time.

Lower limits will apply for patrons with special or visitor cards.

CIRCULATION PERIODS

Library materials circulate for varying periods of time:

Audio Visual Equipment

Overnight or 2-day checkout period.

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Fines are \$1.00 per day.

Patron must be 18 years or older.

Patron must be a resident. (If visitors need equipment, a local resident with a library card in good standing may check out the equipment.)

Agencies must designate a responsible employee/representative as a cardholder. The cardholder will be responsible for missing or damaged items.

Patrons borrowing equipment must keep the equipment in their possession and not allow anyone else to borrow it.

Circulation periods may be extended if the piece of equipment has not been reserved for another patron.

Audiobook (cassette or CD)

14-day checkout period.

Two week renewal period for up to two renewals.

Fines are \$.15 per day.

Book

14-day checkout period.

Two week renewal period for up to two renewals.

Fines are \$.15 per day.

Book3 (extra week for lengthy book)

21-day checkout period.

Three week renewal period for up to two renewals.

Fines are \$.15 per day.

Electric Usage Meters

14-day checkout period.

Use may be extended on a case-by-case basis.

Fines are \$1.00 per day.

Games

Non-Circulating.

Available for use in the library.

Kit (book with CD or cassette)

14-day checkout period.

Two week renewal period for up to two renewals.

Fines are \$.15 per day.

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Magazine

14-day checkout period.

Two week renewal period for up to two renewals.

Fines are \$.15 per day.

Current issue does not circulate until a newer issue is available for public use.

Circulation period may be shortened at the discretion of the library staff due to the timely subject matter of certain magazines.

Please ask a library staff member for assistance with non-circulating magazine titles.

Maps

Non-Circulating.

Available for use in the library.

Newspaper

14-day checkout period.

Two week renewal period for up to two renewals.

Fines are \$.15 per day.

Current issue does not circulate until a newer issue is available for public use.

Circulation period may be shortened at the discretion of the library staff due to the timely subject matter of certain magazines.

Please ask a library staff member for assistance with non-circulating newspaper titles.

Punch Bowl & Cups

Overnight or 2-day checkout period.

Use may be extended on a case-by-case basis.

Fines are \$1.00 per day.

Puppet, puzzle, or toy

14-day checkout period.

Two week renewal period for up to two renewals.

Fines are \$.15 per day.

Vertical File

Non-Circulating.

Available for use in the library.

Video (DVD or VHS)

7-day checkout period.

No renewals.

Video fines are \$1.00 per day.

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Maximum of three videos checked out on a library card at a time.

Music (CD)

14 – day checkout period.

Two week renewal period for up to two weeks

Fines are \$0.15 per day.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby amends the Homer Public Library Circulation Policy to reflect the recommendations of the Library Advisory Board.

PASSED AND ADOPTED BY THE HOMER CITY COUNCIL this 9th day of June, 2014.

CITY OF HOMER

MARY E. WYTHE, MAYOR

ATTEST:

JO JOHNSON, MMC, CITY CLERK

Fiscal Note: N/A

Resolution Files  [Resolution 14-058](#)

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