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**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

- 44 important for all staff members to document such interactions in the patron's Extended  
45 Information field in order to assist both the patron and the library staff.
- 46 • A patron must verify registration information.
  - 47 • A patron may have only one card.

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49 **FINES AND FEES**

- 50 • Overdue fines are assessed on items that are kept beyond their return due date.
- 51 • The fines for the majority of circulating items are \$.15 per item per day.
- 52 • Video (DVDs and VHSs) fines are \$1.00 per day. Please see Fines and Fees Policy for  
53 more detail.
- 54 • Staff members may use their own judgment to waive an overdue fine; however, all  
55 significant fines should be cleared by a Library Technician III or the library director.

56

57 **OVERDUE MATERIALS**

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

63

64 **LOST MATERIALS**

- 65 • A patron will be charged the cost of the lost item plus a processing fee.
- 66 • A patron should not purchase a replacement copy of a lost item; the library may choose  
67 not to accept a replacement item due to a variety of circumstances (e.g., the title has a  
68 library (reinforced) binding, there is a newer edition, or more current information is  
69 available in a different title).
- 70 • Staff members may use their own judgment to waive an overdue fine; however, all  
71 significant fines should be cleared by a Library Technician III or the library director.

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73 **REFUND OF REPLACEMENT FEES**

- 74 • The amount paid for a lost book that is later found and returned in good condition to the  
75 library can be refunded within 60 days of Lost Status.
- 76 • After 60 days, the fee will not be refunded.

77

78 **INCOMPLETE MATERIALS**

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

82

83 **DAMAGED MATERIALS**

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

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88 **CLAIMS RETURNED MATERIALS**

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

92

93 **MATERIALS LOST TO THEFT OR NATURAL CAUSES**

- 94 • At the discretion of the library staff, charges for materials lost or destroyed by natural
- 95 causes such as fire or flood may be waived.
- 96 • The library may request documentation of the loss.
- 97 • The library will furnish a list of borrowed materials with costs for insurance purposes if
- 98 asked to do so.

99

100 **HOLDS**

- 101 • Items owned by the library but not immediately available will be placed on hold (i.e.,
- 102 reserved) for patrons upon request.
- 103 • Items placed on hold may not be renewed; instead, the item must be returned to the
- 104 library so it may be available for the patron who placed the hold.

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106 **LOAN LIMIT**

- 107 • The loan limit per library card is 12 items of general collection materials per patron.
- 108 • A patron may not have more than 3 videos (DVDs or VHSs) checked out at any one time.
- 109 • Lower limits will apply for patrons with special or visitor cards.

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111 **CIRCULATION PERIODS**

112 Library materials circulate for varying periods of time:

113

114 **Audio Visual Equipment**

- 115 • Overnight or 2-day checkout period.
- 116 • Fines are \$1.00 per day.
- 117 • Patron must be 18 years or older.
- 118 • Patron must be a resident. (If visitors need equipment, a local resident with a library
- 119 card in good standing may check out the equipment.)
- 120 • Agencies must designate a responsible employee/representative as a cardholder. The
- 121 cardholder will be responsible for missing or damaged items.
- 122 • Patrons borrowing equipment must keep the equipment in their possession and not
- 123 allow anyone else to borrow it.
- 124 • Circulation periods may be extended if the piece of equipment has not been reserved for
- 125 another patron.

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127 **Audiobook (cassette or CD)**

- 128 • 14-day checkout period.
- 129 • Two week renewal period for up to two renewals.
- 130 • Fines are \$.15 per day.

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**Book**

- 14-day checkout period.
- Two week renewal period for up to two renewals.
- Fines are \$.15 per day.

**Book<sub>3</sub> (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.

**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.



218 Fiscal Note: N/A