

THE COLONY PUBLIC LIBRARY  
CIRCULATION POLICY

Adopted by The Colony Public Library Board 3/87

Revised by The Colony Public Library Board 4/88; 10/90; 1/91; 4/93; 9/93; 1/94; 6/94;  
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I. Eligibility For The Colony Public Library Card

The first library card is issued without charge to applicants who meet the following identification requirements.

A. Identification Requirements:

1. Adult:

- a. At the time of application or when picking up a self-registered card, the individual applying for the borrower's card must present identification.
- b. Acceptable forms of I.D. may include a valid driver's license or an identification card issued by a driver's license agency, military or student I.D., or passport, green card, or national I.D.

2. Children:

A parent or legal guardian must present identification as described above to obtain a card for his/her minor child under the age of 17.

B. Outreach Programs:

1. Outreach programs provide service outside of the Library to groups or individuals who, due to physical restrictions, are unable to come into the Library.
2. All provisions of the Circulation Policy apply to cards issued to individuals participating in an outreach program.
3. Materials may be delivered to outreach customers by either Library staff or volunteers authorized by the Librarian supervising the outreach program.

II. Use Of The Colony Public Library Borrower's Card

A. Validity:

1. The Colony Public Library borrower's card must be revalidated annually. To revalidate the card, the customer must update the Library's files with any change of contact information and/or ID number.
2. A borrower's card will become invalid if the cardholder reports it lost or stolen, or if the cardholder becomes delinquent with the Library in regard to overdue materials or outstanding charges.
3. A delinquent borrower may reinstate the validity of the card by returning the overdue materials and paying all outstanding charges.

B. Responsibility:

1. The adult whose name appears in the library card account is responsible for all materials checked out on that card and for all charges levied against the card.
2. It is the responsibility of the cardholder to notify the Library immediately when the card has been lost or stolen. Any use made of the card before such notification is received will be the responsibility of the adult whose name appears in the library card account.

### C. Borrowing:

#### 1. Age limitations:

Borrowing of some materials is limited to cardholders who are 17 years of age or older: circulating equipment and video media. A parent may enable a juvenile to check out these materials by so indicating in the juvenile customer's library card account.

#### 2. Check out procedures:

a. Customers are asked to present a valid borrower's card to check out library materials. For those who forgot their card, staff will look up their records if identification is provided. In this case, the same standards of identification for application will be applied (Section I. A.1.b.).

b. The cardholder must have a clear record in order to borrow materials.

c. Borrowing of the slide projector is limited to cardholders who have either successfully demonstrated proficiency in the operation of the projector to Library staff and/or completed instruction (provided by appointment by the Library) in the operation of the projector.

#### 3. Restrictions:

a. Early Literacy Kits are available to be checked out on individual borrower cards of those customers showing at the time of check out proof of 1) employment with a licensed Day Care Center, 2) operation of a licensed or registered Child-Care Home (as defined by the Texas Department of Family and Protective Services), or 3) employment as a librarian, teacher, or teacher's aide for any public or private preschool or elementary school. Acceptable forms of proof of employment may include a staff badge, employee I.D., current pay stub, or letter from employer; operators of Child-Care Homes must show documentation of current license.

b. Some technology-based equipment is for in-Library use only and may not be taken outside the Library.

1) Equipment should not be left unattended at any time; unattended equipment will be returned to a service desk by staff.

2) All user files and documents are automatically erased from laptops when they are shut down. If the borrower wishes to save such files and documents, it is the borrower's responsibility to provide their own method of storage.

3) The Library does not guarantee that the device batteries will last for an entire session; it is the user's responsibility to save data in case of battery failure; it is recommended that the borrower keep the device plugged into a power strip.

4. Loan periods: Staff is authorized to apply discretionary judgment in negotiating extended loan periods to accommodate a customer's special needs.

a. Technology-based equipment may be borrowed for up to four hours.

b. Interlibrary loan materials: loan period set by loaning library.

c. Slide projectors may be borrowed for up to one week.

d. CD-ROM software and special materials designated by the purchasing librarian: two months.

- e. All other circulating materials: three weeks.
- f. Outreach program material: loan period set by Librarian supervising the outreach program.

5. Renewals:

- a. Interlibrary loan materials:
  - 1) Authorization for renewal must be sought from the loaning library; as this process may take several days, customers are urged to notify Library staff as soon as possible (by phone if necessary) if a renewal is to be requested.
  - 2) The renewal period is set by the loaning library.
- b. Technology-based equipment may be renewed if there is not a waiting list. Equipment must be turned in by closing.
- c. All other circulating materials:
  - 1) Renewals may be made in person or by phone, email, or online.
  - 2) Renewal period is the same as the loan period for the item.
  - 3) Limit of two renewals per item; staff is authorized to apply discretionary judgment in extending this limit for items that are not in high demand.
  - 4) No renewal will be allowed on an item that has a waiting list (reserves pending); staff is authorized to apply discretionary judgment in negotiating an extension of one to three days.
- d. Outreach program material:
  - 1) Renewals will be handled by Librarian supervising outreach program.
  - 2) No renewal will be allowed on an item that has a waiting list (reserves pending).

6. Returns:

- a. During the Library's normal operating hours, materials may be returned to the Lobby drop or to the Circulation Desk.
- b. The drive-up drop is provided as a courtesy to customers. Staff will take reasonable steps to clear the drop on a regular basis. If the drop is full, items must be returned inside the Library when it opens.
- c. All equipment that may be checked out for use outside the Library must be returned to the Circulation Desk during the Library's normal operating hours.
- d. All equipment borrowed for in-library use must be returned to a service desk before closing. The equipment will remain checked out on the cardholder's record until Library staff has verified that all components are present and functional.
- e. Materials checked out through an outreach program may be returned to Librarian during regular outreach visits or to the Library.

7. Reserves:

- a. Reserved items will not be held beyond one week past the day of notification.
- b. Slide projectors may be "booked" in advance.

### III. Penalties And Charges

#### A. Schedule of charges:

The schedule of charges is in the City's Master Fee Schedule as approved by the City Council and is posted on the City website.

#### B. Refunds:

1. If a customer returns any lost items in good condition that were previously paid for and produces a receipt showing payment within one year of the receipt date, the customer will be fully reimbursed for charges paid.
2. No other charges are refundable.

#### C. Establishment of damage penalties:

The authority to establish the damage penalty rests with the Library staff, under the direction of the Library Director, with the exception of Interlibrary Loan materials for which the authority to establish the damage penalty rests with the loaning library.

#### D. Authority to determine repairability:

The authority to determine repairability rests with the Library staff, under the direction of the Library Director, with the exception of Interlibrary Loan materials for which the authority to determine repairability rests with the loaning library.

#### E. Special charges:

Interlibrary Loan: The customer must bear any additional charges involved in filling a request for Interlibrary Loan materials. These charges include: postage for return of materials to the lending library and any photocopies, if requested or required. Payment of charges must be made before the Interlibrary Loan material is released to the customer. The customer who requests the material is liable for these charges regardless of whether the customer takes the materials from the Library.