

**CIRCULATION POLICY**

**Library Cards**

Library cards are available at no cost to all residents and property owners within Ritzville Library District #2's service area. Those living outside of the Library's service area (including residents residing within the boundaries of the City of Lind and the Town of Washtucna) must pay a non-resident fee established by the Board of Trustees before receiving a library card. Students who reside outside of the Library's service area but who attend a school within the Lind, Ritzville or Washtucna School Districts are exempt from paying this fee.

Valid photo ID and proof of current mailing address are required for all persons registering for a library card. All patrons are to immediately notify the Library of any changes to their personal information.

Library cards will be issued to anyone age 5 and older. A parent or guardian's signature is required on a minor's (under 18) library card registration form. The parent or guardian is ultimately responsible for any lost, damaged or overdue items checked out on a minor's account. The parent or guardian is responsible for monitoring the reading, listening and viewing choices of the minor.

Patrons must present their library card before items can be checked out from the Library. The Library will issue one free library card replacement. The replacement cost for subsequent lost cards is \$5.00 per card.

Library cards must be renewed annually and all outstanding fees must be paid in full at that time. Library privileges (borrowing, computer use, etc.) are suspended for patrons owing more than \$5.00 in outstanding charges or who fail to pay for or return billed items.

Library policy and state law protect the confidentiality of patron's records.

**Loan periods**

The loan period for all items is two weeks. An automatically generated reminder email will be sent to patrons three days before an item is due.

Items can be renewed up to two times if not on hold for another patron. Items can be renewed in person, over the phone, by email request or online using the online catalog. Items will not be renewed automatically.

Due dates and renewals for items borrowed through interlibrary loan are determined by the lending library. See the *Interlibrary Loan Policy* for more information.

### **Loan Limits**

First-time library card applicants will be issued a probationary card that limits the number of items that may be checked out at any time to five (including up to 2 audiovisual items). Provided that the patron is in good standing (no overdue items or unpaid bills), their card will be upgraded to full borrowing privileges after one month.

Patrons in good standing with full borrowing privileges can check out up to 25 items at a time. Included in this 25 item limit are the following:

- 5 audiovisual materials per card (including DVDs, CDs, audiobooks and console games)
- 10 magazines per card
- 1 kit (backpack, STEM, baking pan, e-reader, etc.) per adult card
- 1 Best Friend Bag per child card or up to 5 bags per adult card
- 2 games per card

Patrons in good standing can also check out up to five eBooks or downloadable audiobooks from the Washington Anytime Library. This is separate from the 25 item limit above.

The Director reserves the right to reinstitute the one-month probationary period on a case by case basis when necessary.

### **Non-circulating materials**

Reference materials and local history materials are not available for check out. Some magazines and other library materials marked with a “Library Use Only” sticker are not available for check out.

### **Hold**

There is a limit of 5 hold requests per patron at any time. Patrons will be notified by telephone or email when their item becomes available. Items on hold will remain on the hold shelf at the front desk for one week after the patron has been notified.

### **Fees and Fines**

There are no fines for overdue items. However, if patrons continually return items late, the Director reserves the right to reinstitute the one-month probationary period on a case by case basis when necessary.

A courtesy overdue notice will be generated 30 days after an item is overdue. This overdue notice may be in the form of a print notice, email notice or phone call to the patron.

All items 60 days overdue will convert to a lost status and a bill will be sent to the patron for the cost of replacing the item plus a \$10.00 processing charge. If the item is returned within two weeks, the replacement and processing charges will be dropped.

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Revised: 7/18/18  
Revised 1/15/20

## Ritzville Library District #2

Damaged items will be examined by library staff and charges will be assessed based on the cost to repair the item. Patrons who damage an item beyond repair will be charged for the cost of replacing the item plus a \$10.00 processing charge.

Borrowing and computer usage privileges of patrons owing \$5.00 or more are suspended until payment is made to bring the total below \$5.00.

### **Inactive Accounts**

In order to maintain accurate patron and bibliographic information, the database of library cardholders will be updated regularly by deleting inactive accounts.

Inactive accounts will be deleted from the database on a schedule based on date of inactivity. The money owed the library district on the records of any deleted records, such as for fees for unreturned library materials, will be written off at the time the records are deleted from the database.

The titles of unreturned library materials which are attached to any inactive cardholder records will be removed from the bibliographic database as lost items.

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