

## **Chapter 3 Circulation**

### **3.1 Library Card Policy**

A library card with a Plattsmouth Public Library barcode is needed to borrow materials. The library card should be presented each time items are checked out. Each cardholder is responsible for the items checked out on his or her card.

To obtain a library card, all applicants must show a picture identification with their current street address and provide at least one current phone number. If their current address is not on the card, a bill, checkbook, or other official document with their current address is acceptable. Children under 15 years old must be present with a parent or guardian who will sign their registration form in order to obtain a library card. Parents and guardians are responsible for the items that their children borrow.

If the card is loaned to another individual to use, all fees are the responsibility of the person who signed the library card registration form.

All library cards are renewed every year. For renewal, the cardholder must verify all account information and pay all outstanding fees. If a library card is not used for three years, the card may be removed from the system.

### **3.2 Circulation of Materials**

To maintain resources for the use of all, the library reserves the right to set limits on the number of items that may be checked out as well as the loan periods for certain collections or formats.

In order to check out library materials, a borrower must present a valid Plattsmouth Public Library card. Provisional library cards are issued when a new patron is registered. The checkout limits on provisional cards are lower than other cards. If the patron with a provisional card is in good standing (no overdue materials and no fees owed) after 60 days, the provisional status will be removed.

New fiction is loaned for two weeks; all other books and all audiobooks are loaned for four weeks. Equipment, tables, and chairs are loaned on a case-by-case basis. Other materials are loaned for one week or as determined by the Library Director and staff. An item may be renewed within one week of its due date, providing there is no hold request on that item. The number of renewals allowed for each type of material is determined by the Library Director and staff. Only upon approval of the Library Director may reference books be removed from the library for home use.

Borrowing privileges will be revoked if the circulation policy is abused. Abuse of the circulation policy includes failure to return materials on time, failure to pay fees that exceed the established

threshold, or intentionally damaging library materials. The library also reserves the right to temporarily deny service to patrons who have been banned due to unruly, abusive, or disruptive behavior.

### **3.3 Fees**

Daily overdue fines are not charged for late items. However, after two overdue notices, the borrower is charged the replacement cost.

Charges for damaged materials will be assessed to reflect the cost of repair and/or entire replacement. The library will offer the damaged item to the borrower when the replacement cost has been paid within a reasonable amount of time.

### **3.4 Confidentiality of Records**

The library is committed to protecting the privacy of its customers. The library will limit requests for personal information to those which are necessary to conduct library business. Personal information gathered such as name, address, phone number, email, etc., will be used only for the purposes of identification and accountability of library materials. Information related to materials borrowed or used will not be disclosed except as required to retrieve items that are overdue or to collect fees owed to the library. To conduct occasional program promotions, the library will use email or postal addresses for the library's internal mailing lists.

The library's policy is to preserve the privacy of its cardholder circulation, borrower registration, and usage records and to treat them with confidentiality. These records include, but are not limited to, patron registration data, circulation records, overdue and hold records, participation in library-sponsored programs, recorded library visits, and/or data that contains information that links a specific person to specific materials or services used.

These records will not be made available to any individual or agency of the federal, state, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative power. However, in the case of exigent or emergency circumstances or the potential of imminent loss of property, life, or limb, the Library Director will cooperate with the police.

Personal information will not be sold, leased, or otherwise shared with any other organizations or outside parties, unless specifically required by law. Information about library users, materials borrowed, or services utilized are private, subject to the provisions of The USA PATRIOT Act and state laws related to confidentiality of cardholder records. This information will be secured, and the library will attempt to notify library customers of any breaches in the security that result in the theft of records.

Non-personal information about visits to the library's website or use of electronic resources may be collected. This information is used for system administration and to calculate usage statistics. No personal information is connected to usage information.

Any employee who discloses information in violation of this policy commits an offense and is subject to disciplinary action and may be subject to criminal prosecution.

Library resources may not be used to conduct illegal activities. Nothing in this policy prevents the library from exercising its right to enforce the approved rules of behavior and conduct; to protect its facilities, computer network, and equipment from harm; or to prevent the use of library facilities and equipment for illegal purposes.

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