



Circulation Policy

Adopted: 06/2002

Revised: 08/2022

Reviewed: 08/2022

The following circulation policy has been adopted by the Scott County Public Library Board of Trustees. Any additions or deletions must be approved by the Library Board.

Users:

- **Adult Scott County residents:** Adult customers who show proper photo ID with current address will be issued a library card. If Photo ID does not have current address, verification of address must also be presented along with photo ID. This verification may include but is not limited to the following: rent receipt; utility bill receipt; property tax bill; personalized checks; etc.
- **Adult non-residents:** Persons residing in other Kentucky counties outside of Scott County will be issued cards and not required to pay an annual fee. Proper Photo ID must be presented.

A \$10.00 annual fee for out-of-state patrons is required upon application and annual renewal of library card. Proper Photo ID must be presented.

- **Juvenile Scott County residents:** All children under the age of 18 must have a parent or legal guardian fill out the online library card application on their behalf, agreeing to our Terms and Conditions. The responsible adult must show proper ID.
- **Juvenile non-residents:** All children under the age of 18 residing in other Kentucky counties outside of Scott County will be issued cards and not required to pay an annual fee. A parent or legal guardian must fill out the online library card application on their behalf, agreeing to our Terms and Conditions and show proper ID.

A \$10.00 annual fee for out-of-state juvenile patrons is required upon application and annual renewal of library card. The responsible adult must show proper ID.

- **Institution Cards:** Institutions such as daycare centers, nursing homes, etc. may apply for an institution card. Proper authority must sign for this card. The institution will be responsible for any items checked out using this card.
- Once juvenile patrons become 18 years of age all charges and account blocks may be removed from their accounts as these were the responsibility of their parents. A new library card will be issued.

Loans:

- Loan periods will be as follow:
 - Books: 21 days
 - New releases: 21 days
 - Interlibrary loan special loan based on lending library requirements
 - DVDs: 7 days
 - Audiobooks: 21 days
 - Magazines: 21 days
 - Kits: 21 days
 - CDs: 21 days
- Reference works must be used in the library during library hours, but under special circumstances, may be loaned overnight at the discretion of the director.

Limits:

- The following limits apply to circulating items:
 - Books: 25 items
 - New releases: 8 items

- Interlibrary loan: 3 items
- DVDs: 4 items of each type (adult, juvenile, and nonfiction)
- Audiobooks: 10 items
- Magazines: No limit
- Kits: 2 items of each type (STAR, Science, Art, Experience, and Book Discussion)
- CDs: no limit
- You must be 18 years of age to borrow adult DVDs.
- Children (under 18 years of age) may check out nonfiction and juvenile DVDs.
- Most items may be renewed twice giving patron 9 weeks. Items that have been requested by another patron cannot be renewed.

ILL:

- Overdue fines will be charged for Interlibrary loan material at \$1.00 per day per item up to a maximum of \$10.00.

Account Blocks:

- No late fines will be assessed for overdue items; however, patron accounts will be blocked until items are returned.

Overdue, Lost, or Damaged Items:

- Notices of overdue materials shall be issued after 2 weeks past date due and if item is not returned after 4 weeks of the due date, a final notice with cost of item will be sent.
- Items not returned within three months of the due date will be considered lost and will be charged to the patron's account. Items three months overdue may not be accepted back into the collection and will be marked with a status of "lost".
- Reimbursements will not be made for payments on lost items which are subsequently found.
- Items returned with damage beyond repair will be charged to the patron.

Check returns:

Payments made by check for lost or damaged items that are returned by the bank will be charged to the patron's account for the amount of the check plus the current bank service charge. Library privileges will be revoked until debt is paid.

Privacy of Patron Records:

A patron's account information shall not be made available to any individual except as authorized by law. An exception to this policy of confidentiality shall be made in the event that a parent or legal guardian requests information concerning their minor child (under 18 years of age).