



# Circulation Policy

Adopted: 06/2002

Revised: 09/2024

Reviewed: 09/2024

Libraries are built on a foundation of trust and respect for our patrons. The Scott County Public Library lends items, trusting that they will be returned on time and in good condition so the library can, in turn, lend them again to others. The Scott County Public Library's policies are the guides we use to treat everyone fairly and with respect.

All Scott County Public Library card holders will:

- Accept responsibility for any use of their library card and agree to abide by library policies and procedures
- Pay for all lost or damaged materials and pay all charges incurred on their card
- Report lost or stolen cards immediately
- Report changes of name, address, phone number and email promptly
- Accept responsibility as parents or guardians for all charges for lost or damaged items on their children's library cards until the child reaches 18 years of age

**Users:**

- **Adult residents:** Adult patrons who reside or own property in Scott County and provide a government issued photo ID with a current address will be issued a library card. If the patron's government issued photo ID does not have a 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:** Adult patrons who reside in Owen, Grant, Harrison, Bourbon, Fayette, Woodford, or Franklin County who provide a government issued photo ID with a current address will be issued a library card. If the patron's government issued photo ID does not have a 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.
- **Juvenile residents:** Juvenile patrons who reside in Scott County, are under the age of 18, and whose guardian provides a government issued photo ID with a current address, and grants permission, will be issued a library card. If the guardian's government issued photo ID does not have a 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. All juvenile accounts must be linked to an adult account.
- **Juvenile non-residents:** Juvenile patrons who reside in Owen, Grant, Harrison, Bourbon, Fayette, Woodford, or Franklin County, are under the age of 18, and whose guardian provides a government issued photo ID with a current address, and grants permission, will be issued a library card. If the guardian's government issued photo ID does not have a 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. All juvenile accounts must be linked to an adult account.
- **College Students:** Students attending college in Scott County, who provide a government issued photo ID with a current address and their student ID will be issued a library card.
- **Institution Cards:** Institutions such as daycare centers, nursing homes, etc. may apply for an institution card. A proper institution authority must sign for this card. The institution will be responsible for any items checked out using this card.
- **Juvenile to Adult transitions:** 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 legal guardians. A new library card will be issued.

**Loans Periods:**

- 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

**Loan Limits:**

- 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: 25 items
- 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.

**Interlibrary Loans:**

- 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 four months of the due date will be considered “lost” and will be charged to the patron’s account. If these “lost” items are subsequently returned before catalog records are deleted, the charges to patrons may be waived.
- 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).