



## Circulation Policy

*Was previously part of Patron Services Policy adopted by the Lawrence Public Library Board of Trustees, effective 10-21-96 with subsequent revisions. Current policy adopted by the Lawrence Public Library Board of Trustees on 8-15-2016. Revised 6-19-2017, 12-16-2019 (effective 01-01-2020), 11-16-2020, 6-20-2022.*

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### Library Card Eligibility

Patrons who meet the following criteria are generally eligible to obtain a library card with no charge:

1. Residents of Lawrence.
2. Residents of the area included within the Northeast Kansas Library System (NEKLS).
3. Students or staff attending a university within Lawrence as long as they maintain student or staff status.
4. Persons who work in Lawrence but reside outside of Northeast Kansas.
5. Part time residents who pay property taxes within Lawrence.

To obtain a library card eligible patrons must:

1. Show an acceptable form of photo ID.
2. Provide proof of permanent address for full borrowing privileges.
3. Partial borrowing privileges may be available for patrons unable to verify address.
4. Eligible borrowers under the age of 18 require parent or guardian permission for full borrowing privileges.
5. Special accommodation will be provided to individuals with disabilities as defined in the Americans with Disabilities Act (ADA) requiring assistance in applying for a library card.

An additional Teacher Card is available to teachers at:

1. USD 497
2. preschools in Lawrence
3. daycare centers in Lawrence
4. private schools in Lawrence

5. a district in the Northeast Kansas Library System region not already served by a public library.

An Organization Card is available to organizations and businesses:

1. located within Lawrence
2. whose owner or administrator accepts financial responsibility for all items borrowed on the account including fees associated with items returned with damage, and items never returned.

## **Patron Responsibilities**

By accepting a library card the patron is agreeing to follow all library policy, procedures, and guidelines.

Account access will only be granted with the presence of the issued library card, card number, or an acceptable form of identification as determined by library administration.

All patrons are responsible for all items borrowed on their account. In the case of patrons under the age of 18, the parent or legal guardian is responsible.

If a card is lost the patron is responsible for all items borrowed up until the card is reported lost.

Patrons are responsible for returning items in good condition on or before their due date. Borrowing privileges may be suspended when items become overdue.

Patrons who return items with evidence of insects that are known to be damaging to library materials or that can result in pest infestation may be billed following normal procedures for damaged items. The library reserves the right to suspend borrowing privileges in these situations.

## **Library Responsibilities**

Borrowing

1. To ensure fair and equal access to library resources library administration will establish procedures and guidelines to implement the circulation policy. These guidelines will include, but are not limited to:
  - a. Registration, access to, and use of library card accounts.
  - b. Checkout and return of library items.
  - c. Loan periods.
  - d. Number of total items and item types that may be borrowed at a time.
  - e. Number of times an item may be renewed and types of items that may be renewed.
  - f. Number and types of items that may be reserved.
  - g. Inter-library loan services.
  - h. Fees for lost and damaged items.

#### Protecting Patron Privacy

1. Account information will only be disclosed to the registered account holder, and in the case of patrons under the age of 18 to the parent or guardian responsible, or as otherwise required by law.
2. Patron registration and circulation records are exempt from disclosure through the Kansas Open Records Act and will only be released upon receipt of a valid court order or subpoena authorized under federal, state, or local law.

#### Assessment and Collection of Fees

1. Patrons will be assessed fees set by library administration for items never returned or items returned with damage. Library borrowing privileges may be suspended until fees are paid or otherwise resolved.
2. The library may utilize the services of a collection agency to recover lost materials from patrons. Additional fees may apply.
3. Fees assessed to patrons for lost and damaged materials which have aged beyond the legal date for collection will be written off per accounting best practices throughout the year.
4. Accounts with no outstanding fees that remain inactive for 3 or more years will be deleted from the system.

#### Damage to Equipment

1. The library cannot be responsible for any reported damage to patrons' equipment attributed to the use of library materials.