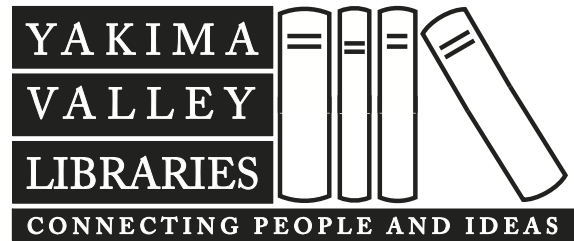


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# Circulation Policy



## PURPOSE

These rules have been created to provide equity of access to library materials for the greatest number of people and control over the inventory of materials for which the Yakima Valley Libraries' district is responsible.

## POLICIES

Library customers living or owning property within the Yakima Valley Libraries' service area, or those with a current nonresident card, may borrow items without paying any fee if the items are returned by the due date. See Non-Resident Policy for information relating to customers living outside the library district service area.

**Replacement.** A fee will be charged for lost library cards.

**Expiration.** Library cards expire one year from the date of registration, or at age 18. When a minor patron becomes an adult, he or she must complete a new registration.

**Confidentiality.** A minor's circulation record is confidential until an item borrowed by the minor becomes overdue. At that time, an overdue notice is generated and sent to the parent or guardian who has signed the responsibility statement for the minor.

Unless notified otherwise, the Library System assumes anyone who has a library card in his or her possession has permission to use that card and to access that account.

**Identification.** Information required of library customers and parents or guardians for minors at the time of registration includes:

- Driver's license, state identification, tribal card, military identification card, student identification card, or other picture identification; and Proof of mailing address and street
- address

**Limits.** Customers without proof of address are limited to two items at a time until they are able to supply proof. (Registration for a library card does not require the ability to write one's name.) The number of materials that any person may borrow from the Yakima Valley Libraries' system is limited to seventy-five (75) items at one time. Limits may be set lower for smaller collections.

**Overdues:** The loan period varies. Materials not returned on time will be considered overdue. If library customers do not return materials by the date due, they will be charged overdue fees. The

overdue fee is ten cents (\$.10) per item per day with a maximum charge of \$2.50 per item. If a library customer's account is referred to collection, the customer is responsible for all associated charges.

Overdue notices will be sent according to the following schedule:

Notice #1: Sent approximately two (2) days after the date due;

Notice #2: Sent on or about fourteen (14) days after the date due;

Billing Notice: Sent on or about twenty-eight (28) days after the date due;

Referral to collection: May be referred on or about sixty (60) days after the date due or when total charges make it cost effective to do so.

**Fines or Fees.** Library customers may not check out materials if they have accumulated ten dollars in fees and fines, such as overdue fees, photocopy charges, holds, interlibrary loan fees, lost items, damaged items, printing, etc., or have been sent a second notice on any overdue item.

**Holds.** Library customers may place a "hold" or reserve on any circulating item. The number of outstanding holds that a library customer may have at one time is limited to a total of twenty-five (25) holds. Customers without proof of address are limited to fewer holds.

Holds will be delivered to the community library designated by the library customer. If a library customer wants the convenience of receiving an item on hold at their home or business, the item will be mailed and the cost of the mailing will be billed to the customer. Persons who are certified for homebound library service are exempt from paying this.

**Loans from other library systems.** Library customers ordering materials from other libraries through interlibrary loan will be responsible for any interlibrary fees. Overdue interlibrary loaned materials will be subject to the same overdue fees as material owned by the Yakima Valley Libraries system. The number of outstanding interlibrary loan requests that a library customer may have at one time is limited to ten (10) interlibrary loan requests. Customers without proof of address are limited to fewer interlibrary loan requests.

**Security systems.** Where security systems are available, library customers should individually pass through the system upon exiting the library. Upon either activation of a security system or other reasonable grounds for suspicion, a library official may politely ask to inspect the library customer's belongings. If consent is denied, the library official may seek to detain the library customer, provided that the detention should not be done forcibly and should be undertaken only long enough to turn the matter over to the police.

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Reformatted: July 2010