

# **Circulation Policy**

## **Circulation Procedures**

The standard loan period for materials is (3) weeks with two (2) renewal periods allowed. If another patron has placed a hold on an item that is checked out, that item may not be renewed.

The fines for overdue items are 10 cents per day with no maximum. Items that are loaned for seven (7) days (i.e. certain WV materials, DVD's, music CD's) have fines of 25 cents per day with no maximum. (Amended March, 2018)

Equipment such as projectors shall have a three (3) day circulation. Fines are \$1.00 per day with no maximum. There will be a cash deposit of \$400.00 for such equipment. The only exception will be for non-profit organizations. (Amended March, 2018)

Patrons may request items to be placed on hold for them. When an item on hold is returned, that patron will be notified by phone. If the item is not picked up within seven (7) days, the next person with a hold will be notified. If no other patron has placed a hold on that item, it will be placed back on the shelf and made available for circulation. Holds placed on seven (7) day check out items must be picked up within three (3) days of notification. This includes DVD'S, music CD's and certain WV Room materials. Staff will check the hold shelf every day and clear any holds that have expired. (Amended March, 2018)

Interlibrary loans are transactions in which library materials belonging to other libraries are made available to our patrons. This is a privilege encouraged by the West Virginia Library Commission, but it is not to be abused. Before patrons can place an ILL request they must have a library card in good standing for at least three (3) months. Renewal requests must be made early enough to reach the lending library before the due date. (Amended March, 2018)

Library materials can only be checked out to the person listed on the library card account. Homebound patrons can designate through written consent another person to check-out library materials for them. Parents cannot check out adult materials on their child's card including DVD's. Parents who have fines on their cards and are trying to avoid further fines cannot use their child's card under these circumstances. Account information will not be given out to anyone except the account holder, with the exception of a parent asking about a child's card in relation to fines and items checked out. (Amended July, 2018)

The Library Board of Trustees may exclude from the use of the Library any person who willfully and persistently violates the rules and regulations prescribed for use of materials and facilities. See the attached "Willful Retention Act" (WV Code 10-1-11)

Residents of other states may apply for a card by completing a registration card, providing proof of current address as stated in the Borrowing Privileges section, and paying a one-time fee of \$5.00. The fee is set to represent an amount similar to the local and state level of tax support for the Library.

Jackson County Public Library reserves the right to limit the number of items available for check-out to patrons who are non-residents of Jackson County West Virginia, the State of West Virginia and the State of Ohio. Such patrons can apply for a temporary three month library card and will be limited to checking out three (3) items per visit. (Amended March, 2018)

First time patrons of Jackson County Public Library may borrow up to five (5) items, with no more than one (1) of those items being a DVD and one (1) being a audiobook. If the items are returned on time and in good condition, the patron may then have full standard borrowing privileges which are:

**Twenty (20) items total. Ten (10) of these may include up to three (3) DVD's, up to three (3) music CD's, and up to ten (10) books on CD.**

The only exception may be for medical reasons upon approval of the Library Director or the Branch Manager. A note will then be put in the patron's record to indicate such approval. (Amended July, 2018)

Library staff, Jackson County teachers, and home school parents may check out a maximum of fifty (50) items. No fines will be charged to library staff, Jackson County teachers, or home school parents. Home school parents will need to provide a letter from the Jackson County School Board at the beginning of each school year indicating home schooling status. (Amended March, 2018)

Out of county and out of state patrons will need to provide a letter from their county or state school board indicating their home schooling status before they will be issued a new library card. (Amended April, 2018)

### **Borrowing Privileges**

All residents of Jackson County are eligible to use the library. After completing a registration form the patron will be issued a library card and permitted to check out library materials. Proof of current address is required by anyone age 16 and over.

Jackson County Public Library will accept the following as proof of current address:

- Driver's license or state photo ID with current address.

Jackson County Public Library will accept any 2 of the following documents showing current address **along with** the driver's license or state photo ID that does not show a current address:

- Utility Bill
- Lease
- Bank Statement
- Birth Certificate
- Social Security Card
- Military ID
- Voter Registration
- Passport

Children under the age of 16 need either a parent's or legal guardian's permission to get a library card and must include their name and address on the child's registration card. Parents or Legal guardians of children under the age of 16 must be in good standing with their own library account, be present to sign for the child's card and give proof of address using any of the above listed methods. **Library cards will not be issued to children under the age of 4.**  
(Amended April, 2018)

Residents of other West Virginia counties may apply for a Jackson County card by filling out a registration card and showing proof of address using the above listed methods. As a member of the Mountain Library Network, the Jackson County Public Library will honor any library card issued by other libraries in the network. (Amended April, 2018)

\*\*\*Members of the Mountain Library Network as of March 2018:

[Alderson Public Library](#)

[Richwood Public Library](#)

[Bluefield State College Library](#)

[Ritchie County Public Library](#)

[Boone-Madison Public Library](#)

[Roane County Public Library](#)

[Calhoun County Public Library](#)

[Ronceverte Public Library](#)

[Concord University Library](#)

[Rupert Public Library](#)

[Craft Memorial Library](#)

Sherman High School Library (Boone County)

[Craigsville Public Library](#)

[Summers County Public Library](#)

[Dora B. Woodard \(Wirt County\)](#)

[Fayette County](#)

[Greenbrier County](#)

[Jackson County](#)

[Mason County Public Library](#)

[McDowell County Public Library](#)

[Monroe County Public Library](#)

[New River Community & Technical College](#)

[Parkersburg Wood County Public Library](#)

[Peterstown Public Library](#)

[Pleasants County Public Library](#)

[Pocahontas County Free Libraries](#)

[Rainelle Public Library](#)

[Raleigh County Public Library](#)

[Summersville Public Library](#)

[Vienna Public Library](#)

[War Public Library](#)

[White Sulphur Springs Public Library](#)

[Wyoming County Public Library](#)

(Amended March, 2018)

### **Replacement of Lost Books**

Patrons who have materials belonging to the library that are past due and that have been billed by our system are responsible for the replacement cost of the item plus any and all late fees. At the discretion of the Library Director or the Branch Manager, the patrons may purchase NEW copies of the same material as a replacement and have the fines waived from their account.  
(Adopted 1/15/2015)

### **Replacement Fee for Lost Library Cards**

Patrons will be charged one dollar (\$1.00) each time they receive a replacement library card. Their account will be noted as to the date that the card was replaced. Worn out library cards are replaced at no charge. (Amended April, 2018)

### **Willful Retention**

An act to amend and re-enact section eleven, article one, chapter ten of the West Virginia code, one thousand nine hundred thirty-one, as amended, relating to public libraries; with retention of library property; providing criminal penalties; and liability of parents.

### **West Virginia Code:**

#### **§10-1-11. Willful retention of library property.**

Any person who willfully retains a book, newspaper, plate, picture, photograph, engraving, painting, drawing, map, magazine, document, letter, public record, microfilm, sound recording, audio visual materials in any format, magnetic or other tapes, artifacts or other documentary (written or printed) materials, or all materials of any kind whatsoever belonging to any public library for thirty days after the mailing date of a written notice demanding the return of said material and giving notice of said violation, forwarded to that person's last known address, is guilty of a misdemeanor, and, upon conviction thereof, shall be fined not more than two hundred dollars: *Provided*, That a date or dates designating a grace period for the return of library materials to public libraries shall be established, said dates to be established by the state library commission pursuant to rules and regulations promulgated thereto.

A conviction or payment of any fine shall not be construed to constitute payment for library material, nor shall a person convicted under this section be thereby relieved of any obligation to return to the library such material. Further, a conviction or payment of any fine shall not be construed as a waiver of any nominal daily fine which may be imposed by library rules, regulations or policies.

The parent or guardian of a minor who willfully commits any act prohibited by this section shall be liable for all damages so caused by the minor up to the amount of two thousand five hundred dollars, after the parent or guardian is served with proper written notice as aforementioned.