

Circulation Policy

A) Registration

All borrowers must be registered. Patrons must fill out an application form to register.

Applicants under 12 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards.

All borrower's cards expire after 1 year but may be renewed.

B) Loan periods

Everything	21 days
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The director may establish the loan period and fines for special collections, materials that are temporarily in great demand (such as for student projects) or materials added to the collection that are in a new format.

C) Limits

New borrowers are limited to borrowing 5 items on their first visit.

Other limits on types of materials may be established based on need, demand, and supply. Signs will be posted to notify borrowers.

D) Reserves

Reserves may be placed by patrons either in person, over the phone, or through the online patron catalog. Patrons will be notified by phone or email when materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

E) Fines and Charges

Lost or damaged items are charged to the patron and may be replaced at the discretion of staff. The director may establish the period when items are determined to be lost, not to exceed 6 months.

F) Damaged Materials

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost as well as costs for shipping. A notice of these charges will be sent to the borrower. A sample of the notice is in the Appendices. It is at the discretion of the Library staff whether or not to allow the patron to keep the damaged item.

G) Confidentiality

As specified in Kansas Statutes Annotated (K.S.A.) 45-221 (23) "Except to the extent disclosure is otherwise required by law, a public agency shall not be required to disclose: "(23) Library patron and circulation records, which pertain to identifiable individuals."

The Independence Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

This policy shall not be so construed as to prevent the library from pursuing the return of, or payment for, overdue library materials.

This section revised June 2018.

