

Board Approved November 18, 2015

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## Circulation Policy

All cardholders accept responsibility for any use of their library card and agree to abide by library policies and procedures.

### Eligibility

The Twin Falls Public Library is a city, tax-supported library. Any patron applying for a library card must provide a current form of photo ID. Residents within Twin Falls city limits pay taxes to support the library, therefore they may apply for a library card free of charge by providing proof of address and photo ID. Listed below are the acceptable forms of photo ID and proof of address.

<b>Acceptable Patron Photo ID:</b>	<b>Acceptable Proof of Address:</b>
<ul style="list-style-type: none"><li>• Current Idaho State ID</li></ul>	<ul style="list-style-type: none"><li>• Current Idaho State ID</li></ul>
<ul style="list-style-type: none"><li>• Current Out-of-State ID</li></ul>	<ul style="list-style-type: none"><li>• Utility dated within the last 30 days</li></ul>
<ul style="list-style-type: none"><li>• Current Passport</li></ul>	<ul style="list-style-type: none"><li>• Mailed envelope postmarked within the last 30 days</li></ul>
<ul style="list-style-type: none"><li>• Current Military ID</li></ul>	<ul style="list-style-type: none"><li>• USPS Address Forward Verification Letter</li></ul>
<ul style="list-style-type: none"><li>• Current Student ID Card</li></ul>	<ul style="list-style-type: none"><li>• Current Proof of Motor Vehicle Insurance</li></ul>
<ul style="list-style-type: none"><li>• Current Permanent Resident Card (aka Green Card).</li></ul>	<ul style="list-style-type: none"><li>• Paycheck stub, within the last pay period</li></ul>
<ul style="list-style-type: none"><li>• Photo ID from a Correctional Facility</li></ul>	<ul style="list-style-type: none"><li>• Copy of signed Lease or Rental Agreement</li></ul>
	<ul style="list-style-type: none"><li>• Current semester's School Schedule</li></ul>

***\*Additional forms of ID and proof of address may be accepted at the discretion of the library.***

### **Residents**

Residents living inside Twin Falls city limits or who own property therein, may obtain a library card free of charge. Patrons must present valid Photo ID and proof of address.

Children who can write their first and last name may obtain a library card. Children aged 14 or under must have a parent or guardian with photo ID present when signing up for the card.

### **Non-Residents**

Residents who live outside Twin Falls city limits and do not own or rent city property, may purchase a Non-Resident Card for \$40.00 per year (\$35.00 for seniors aged 60 years or older). This covers all residents living in the same household. Patrons must also present a current photo ID.

### **Temporary Cards**

Residents living in temporary or transitional homes may receive Temporary Cards by providing Photo ID and Proof of Address. A letter on letterhead from the organization or facility declaring the patron's residence may also be used as proof of address. Temporary Cards must be renewed every 45 days, and are restricted to a two-item checkout limit. Temporary addresses may be verified by the library.

***\*Parent or legal guardian is financially responsible for any and all items checked out to the card types listed above.***

### **Teen Card**

Teens aged 15-18 living inside Twin Falls city limits may receive a card by providing valid Photo ID and proof of address. Teen cards are limited to a two-item checkout limit. They may use this card to access the public computers in the Teen Room.

Teens may receive a regular card without the two-item restriction if a parent or legal guardian is present, provides photo ID, and gives permission. Parent or legal guardian is thereafter financially responsible for materials checked out to the account.

### **Computer-Use-Only**

Patrons are eligible for a Computer-Use-Only Card upon presenting Photo ID and providing a mailing or physical address. Patrons with full service library cards may use those cards for computer access. See the Computer Use Policy for details. Children 14 and under must be accompanied by a parent or guardian when signing up for the Computer-Use-Only card.

## **Institutional Cards**

Institutions within the Twin Falls city limits may be issued one Institutional Library card. The institution must assume financial responsibility for the use of the card, and designate a representative to be the main contact person. The institution should furnish a list of authorized persons, as well as be responsible for any changes that may occur to that list. Only authorized users will be able to use the institutional card, and must provide Photo ID when presenting card. Institutional Cards will not accrue normal overdue fines, but will be expected to abide by the due dates given. Institutions with a library card will be responsible for lost or damaged materials checked out to the card. Institutional cards cannot be used to access the public computers at the library.

## **Educator Cards** - Approved 7/16

Educators working at an educational facility may apply for the Educator Library card. Up to 100 items may be checked out to the card. Patrons applying for the Educator Card must have an active Resident or Non-Resident card. Materials checked out to the Educator card will be due 30 days from checkout. Educator accounts may place up to 50 items on hold. Educator Cards will not accrue normal overdue fines, but materials are still expected to be returned by the due dates given. Educators must provide proof of employment at an educational facility in order to be eligible for the Educator Card. Proof of employment must be provided at the beginning of each school year. Acceptable proof of employment is subject to the library's discretion. Educator Cards will be active starting August 1st and expire on June 30th each year.

**\*All accounts may be renewed or denied renewal at the discretion of the Director.**

## *Loans and Usage*

### **Patron Use:**

The account holder must be present in order to check out materials. Exceptions can be made for those who are physically unable to visit the library. TFPL Patrons are encouraged to have their Library Card when visiting the library. If the card has been forgotten, a current Photo ID or library barcode on phone may be used in lieu of the Library Card. The Library may ask the patron to verify identity by confirming additional information on their account.

If the Library Card is lost or stolen, it is the patron's responsibility to inform the Library of the missing card. Patrons are responsible for any charges or checkouts made to the account before the card is reported as lost to the Library.

The Library will provide two free replacement cards a year with Photo ID. Additional replacement cards may be purchased for \$1.00 (including tax).

**Checkout Periods, Item Limits & Renewals:**

<u>Item Type</u>	<u>Checkout Length</u>	<u>Item Limit</u>
Books:	3 Weeks	50
Audiobooks (All Formats):	3 Weeks	20 (per format)
Video (All Formats):	1 Week	20 (per format)
Magazines:	1 Week	20
Book Club Kits:	6 Weeks	50
Headphones:	1 day (In-House Use Only)	2
Laptops	1 hour & 45 Minutes	1
Electricity Efficiency Kits	3 Week	1
Other Materials:	Vary	N/A

Patrons can check out up to a total of 50 materials at a time. Most library materials may be renewed 3 times. Materials that have been requested by other patrons cannot be renewed. New or popular materials may only be renewed once. Interlibrary Loan renewals must be requested 3 business days before the item is due.

**Fines and Fees:**

<u>Item Type:</u>	<u>Fine Rate:</u>	<u>Fines do not accrue for:</u>
Books:	\$.20 Per Day	2 Business Days
Audiobooks (All Formats):	\$.20 Per Day	2 Business Days
Video (All Formats):	\$.20 Per Day	2 Business Days
Magazines:	\$.20 Per Day	2 Business Days
Book Club Kits:	\$.20 Per Day	2 Business Days
Interlibrary Loans	\$1.00 Per Day	No Grace Period
Headphones	\$1.00 Per Day	No Grace Period
WiFi Hotspots	\$1.00 Per Day	No Grace Period
Activity Kits	\$1.00 Per Day	No Grace Period
Laptops	\$1.00 Per Hour (Starting @ 3 Hours)	No Grace Period
Chromebook	\$1.00 Per Day	No Grace Period

Overdue fines are capped at \$10.00 or the price of the overdue item.

*Additional fines may be accrued on certain materials. The library will inform the patron when checking out those materials.*

If a material is lost or damaged, the patron is charged the full replacement cost, plus an additional processing fee of \$3.00 for paperback books and magazines, or \$7.00 for hardback books and media items. Processing fees are based on the cost to recatalog an item, and in some rare cases may differ from the listed cost. Overdue fines will not be charged to lost/damaged items. If a patron pays for a lost item and returns the item within 90 days, the replacement cost will be refunded. Normally, the Library will not accept donated materials in lieu of replacement costs, please contact Circulation desk for replacement copy guidelines.

*\*Fees may be waived in special circumstances at the discretion of the library.*

**Collections**

The Twin Falls Public Library uses Unique Management Services as its collection service. Accounts with charges in excess of \$50.00 may be sent to collection, with an added \$10.00 fee. Charges on accounts that have been sent to collections can still be paid at the Twin Falls Public Library.