

# INVERELL SHIRE PUBLIC LIBRARY

## CIRCULATION POLICY

### Registration of Borrowers

All permanent residents of the Inverell Shire and surrounding districts are eligible to register for membership to the Inverell Shire Public Library service. Individuals who are not permanent residents but are current members of another public library service may also join as a temporary member. Non-permanent residents who are not registered with another library service may also join as a temporary member, provided suitable identification is provided and the payment of a refundable deposit of \$20.00 is made. A drivers licence or other photo identification along with proof of current address is required for verification of residency.

An individual who applies for a library card is required to sign the application and accept responsibility for all items borrowed. If a person is unable to sign his/her name then another person may sign on their behalf. Individuals under the age of 18 require a parent or guardians signature. Cardholders and parent/guardians of junior and young adult members are responsible for all the items borrowed by that member.

Members are required to present their library cards at the circulation counter for the most efficient service. If an individual has forgotten his/her library card Library staff may ask to see some identification before issuing items if that person is not personally known to them.

Members details will be checked every 6 months to ensure records are accurate. Inactive cards are deleted every 4 years from the Library's records.

The lending of Library cards is not recommended.

Lost Library cards are replaced at the cost of \$1.10.

### Loan Periods and Renewals

All material available for borrowing has a loan period of 3 weeks from the date of issue. High demand items may have the loan period adjusted to suit demand. Items may be renewed twice if there is not a reserve placed on the item.

The only exception is HSC material which is not renewable.

Renewals may be made by phone, computer or in person.

The loan limits are as follows:

**Adult Members**

- 8 Books
- 6 Magazines
- 4 Audio Books
- 2 CD's
- 2 Videos
- 2 DVD's

**Young Adult Members**

- 6 Books
- 2 Magazines
- 2 Audio Books
- 2 Music CD's
- 2 Videos
- 2 DVD's

**Junior Members**

- 4 Books
- 2 Magazine
- 2 Audio Books
- 1 Music CD/Cassette
- 1 Video
- 1 DVD

Borrowing rights may be adjusted to meet individual needs on a case by case basis at the discretion of the Manager Library Services.

**Overdue Material/Fines**

It is the responsibility of members to be aware of the due date for items borrowed. At the time of borrowing members are provided with a receipt indicating the due date for each item borrowed. Fines are imposed on those members who are late in returning library material. The late return of library material prevents other users from accessing the material. Fines are charged to encourage the timely return of material.

The Library will forward a courtesy written reminder about overdue material 2 weeks after the due date. A second and final reminder will be forwarded 3 weeks past the due date, but the responsibility to return materials on time rests with the borrower. Fines are charged after the due date at the rate of \$0.10 per item per day, except for DVD's which are charged at the rate of \$1.00 per item per day. Items not returned after 8 weeks past the due date will be considered lost and a letter of demand may be sent as a result. In cases where there may be grounds for waiving fines, the matter should be referred to the Manager Library Services.

Borrowing privileges will be temporarily suspended when fines owed reach \$10.00, or when notice of non-return items is registered in the borrowers account.

### **Lost or Damaged Material**

Materials that are lost or damaged beyond repair must be paid for or replaced by the borrower. Charges are at cost plus GST.

### **Reservations**

Individuals may reserve items that are currently on loan or held at the various library service locations. Reserves may be placed in person, over the phone or via computer. Notification of availability of reserved material will be made either by written correspondence or by phone. Material awaiting collection will be held for one week at the circulation counter. Uncollected material will be made available to the next reserve request or placed back on the shelves. A fee of \$0.65 is charged per reserve. A reserve fee is not charged on items that are transferred between Library service points unless it is on loan at the time of request.

### **Inter-Library Loans**

Material not available locally may be requested through interlibrary loan (ILL). Members receiving ILL must abide by the due dates and any other restrictions that are set by the lending library. A fee of \$3.30 is applied to each request and is payable upon receipt of the item. Any additional charge applied by the lending library will be passed on to the borrower. Any lost or damaged items must be paid for by the borrower. Charges will be in accordance with the source Library's policy.

### **Return of Library Materials**

Library materials should be returned to the location from which they were borrowed. Returned items at the Inverell Library should be placed in the outside book return chute.

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