



## **Henderson County Public Library Circulation Policy**

Registration requirements for obtaining a library card:

### **Adult cards**

- Library cards are free to any Henderson County resident, property owner, person employed full-time in Henderson County, or full-time student in Henderson County, and are issued immediately to patrons with proper identification. Proper identification shall be one of the following:
  - Current photo ID
    - Driver license
    - State issued identification cards
    - Student identification card (with photo)
    - Military identification card
    - Passport
    - Employee identification card (with photo)
  - Current paystub from Henderson employer or letter confirming employment
- If the proper photo ID does not have a current Henderson County mailing address, bring in any current postmarked piece of mail (no P.O. boxes) as proof of address.
- An individual who wishes to apply for a library card must be at least 18 years of age and must be legally responsible for him/herself. Exceptions to this are legally emancipated minors, married minors upon the presentation of proper documentation, and individuals applying for the 3 Free Card (see description below).
- If a card is lost or stolen, it is the patron's responsibility to notify the library immediately. The patron will be held responsible for any material checked out before the card is reported lost or stolen. There is no charge to replace a lost or stolen card. Cards that are reported lost or stolen cannot be used.
- Patrons may use a photo ID in the event that they do not have their library card with them.

### **Juvenile Cards Ages 3-12**

- Juveniles must be accompanied by a primary caregiver to obtain a library card.
- Patron must have permission from the primary caregiver to check out DVDs and Blu-Rays from the Family Collection. Permission will be noted in the Patron Registration Record.
- Patron must have permission from the primary caregiver to check out E-rated video games. Permission will be noted in the Patron Registration Record.
- The primary caregiver assumes all liability for the applicant.
- Parents/caregivers are responsible for supervising their child's use of the library. Library staff members can make suggestions regarding reading and interest levels, but the ultimate responsibility lies with the parent. Cardholders of any age may check out all circulating books in the library collection. Parents are advised to supervise their child's use of the library.

### **Young Adult Cards Ages 13-17**

- Teens must be accompanied by a primary caregiver to obtain a library card.
- Patron must have permission from the primary caregiver to check out DVDs and Blu-Rays from the Family Collection. Permission will be noted in the Patron Registration Record.
- Patron must have permission from the primary caregiver to check out E-rated and Teen rated video games. Permission will be noted in the Patron Registration Record.
- The primary caregiver assumes all liability for the applicant.
- Parents/caregivers are responsible for supervising their teen's use of the library. Library staff members can make suggestions regarding reading and interest levels, but the ultimate responsibility lies with the parent. Cardholders of any age may check out all circulating books in the library collection. Parents are advised to supervise their teen's use of the library.

### **Non-resident Cards**

- Non-resident cards are available to those who do not live or own property in Henderson County, but who live within the library's service area which includes western Kentucky, southern Indiana, and southern Illinois.
- A \$25.00 per person or \$50 per family annual fee are required.
- Cards expire one year from date of issuance.

### **Educator Cards**

- Educator library cards are issued to educators living and/or working in Henderson County.
- These cards offer extended borrowing periods and are intended to be used to check out items for classroom instruction only. See Circulation for full policy and application.
- Cards must be renewed every school year with proper school documentation.

### **Internet Courtesy Cards**

- Temporary passes are issued to any person needing internet access. No ID necessary.

### **3 free card (temporary library card)**

- Cards are issued to temporary residents of Henderson County and/or any juvenile/young adult without a primary caregiver present.
- Cards expire after six months and may only be renewed one time after the original expiration.
- Patron is limited to a total three print items per check out.
- Juvenile and young adult cards can be transferred to full library cards at any time with primary caregiver signature.

### **Materials, Loan Limits, Lending Period, Renewals, & Fines**

Patrons with valid library cards in good standing may check out:

<b><u>Material</u></b>	<b><u>Quantity</u></b>	<b><u>Lending Period</u></b>	<b><u>Renewals</u></b>	<b><u>Fine / Item / Day</u></b>
Books	40	4 weeks	2	N/A
Magazines	4	4 weeks	2	N/A
Books on CD	10	4 weeks	2	N/A
Music CDs	10	4 weeks	2	N/A
Movies/TV Shows	7	7 days	2	N/A

Video Games	3	7 days	2	N/A
Mobile Scanner	1	7 days	2	N/A
Book Kits	2	6 weeks	2	N/A
Interlibrary Loan	4	(loan period set by lender)	(dependent on lender)	(based on lender)
Board Games	3	7 days	2	N/A
Library of Things*	1	7 days	2	\$5.00

- Library of Things include: mobile hot spots, iPads, museum/park passes, Roku, tool kit, bicycle tire repair kit, stud finder, tumble tower, portable cornhole, jump starter, garden tool set, and electronic piano. New items may be added.
- Borrowing privileges will be suspended when item(s) are lost, listed as one month overdue, and/or damaged.
- Privileges will be restored once the item(s) are paid for or returned.
- Patrons who have fines in excess of \$40.00 will have their accounts turned over to a collection agency. A \$10.00 nonrefundable fee to cover the library's expense will be added to patron's account.
- Patrons whose accounts have been sent to a collection agency will have their borrowing privileges revoked and may not check out items until the fine has been paid in full.

### **Interlibrary Loan (ILL)**

The Library will borrow material we don't own from other libraries. This is a method of sharing resources among libraries to supplement local collections. Library materials of all types may be requested. Delivery time cannot be guaranteed. The guidelines for ILL at HCPL are as follows:

#### **Lending**

- We will loan all items that are open to circulation except for items that are flagged as "new" to the collection.
- Items that have become damaged beyond repair or lost while in the custody of a borrowing institution will be charged to that institution. Institutions that have open invoices will not be allowed additional borrowing until the balance is paid in full.
- The lending period for items is 7 weeks.

- Lending preference will be given to borrowing institutions within Kentucky. International lending will not be allowed.

### **Borrowing**

- Adult patrons of HCPL in good standing may request up to 4 ILL items at a time free of charge.
- All items requested through ILL are the responsibility of the borrowing patron. Patrons with overdue items, replacement cost fees, or overdue fines may not borrow additional ILL items until their items are returned and/or the fines are paid.
- Overdue fines for ILL items are set by the lending library.

### **Holds**

- Holds may be placed in person, by phone, or online.
- A patron will be notified by phone, text message, or email when held item(s) are available.
- Hold item(s) will be held for three business days.

### **Renewals**

- Most items may be renewed up to 2 times in person, by phone, or online.
- Items on reserve for another patron may not be renewed.

### **Lost and Damaged Items**

- Patrons will be charged the original purchase price for lost items.
- Fines will be assessed for damaged items based on the amount of damage (See the HCPL Fine/Fee Schedule).
- The library is not responsible for personal equipment damaged by library items.

### **Overdue notification**

- Patrons will receive notice when any item is overdue.
- First notice will be given when item(s) are 3 days overdue (by text, email, or phone).
- Second notice will be given when item(s) are 13 days overdue (by text, email, or phone).
- Third notice will be a mailed when item(s) are 21 days overdue (regular mail).
- When any item is 30 days overdue, it becomes “lost” and a bill for replacement cost will be mailed to the responsible party.
- A notice for unresolved charges will be mailed 7 days after the fines are assessed (marked lost or item(s) returned with fines) and if fines are greater than or equal to \$40.00.

- If a patron owes \$40.00 or more 17 days after the fines are assessed, they will be sent to collections.

### **Fees**

All fines and fees of the Henderson County Public Library District are subject to change at any time without prior notice (See the current HCPL Fine/Fee Schedule).

#### **Adopted by the Henderson County Public Board of Trustees: July 11, 2013**

Reviewed and amended: October 8, 2015

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