

## Circulation Policy (Jan 22, 2024)

It is the philosophy of the Springvale Public Library to provide service to all without discrimination. The Library seeks to have as few restrictions on the flow of information as possible while protecting the community's library resources. The following policies are in place in order to provide equal access to the library's collection.

### A. Registration

All borrowers must be registered to borrow materials. The following statement will be printed on the library card for the patron's information and acceptance:

By use of this card, you agree to be responsible for borrowed materials and to abide by Library policies

Applicants must have identification that shows proof of residence in Sanford/Springvale in order to register for a free library card. The ID can be any one of the following: a driver's license, State ID, or student ID, rent receipt, utility bill, or other piece of mail showing a residential address (a P.O. Box is not acceptable information.) Nonresidents who pay Sanford/Springvale property tax may register for free borrowing by showing a receipt of their tax bill or proof of their tax payer status.

Applicants under 14 years old must have a parent or guardian (with valid ID) visit the library with them and give their consent before a child can register. Each family shall have the right and responsibility of setting borrowing standards for their own children; standards applied to their child shall not be imposed on anyone else's child; the library staff will not impose their own standards on other patron's children. The library will not restrict a minor child's access to specific collections or quantities of materials; the parent/guardian must be present to monitor this themselves.

Patrons may produce their library card or give their name at the desk when they are ready to check out their items. Friends, family members, or visitors will be allowed to borrow items on someone else's registration only with their express permission in a note, by phone conversation, card possession or by their presence at the library. Anyone found to be using another person's registration to borrow materials without their consent may be denied borrowing privileges of their own. All registrations expire after 1 year, at which time library staff updates address and phone number information and sets a new 1-year expiration date.

Complimentary cards are issued to anyone who teaches in the Sanford/Springvale public school system. They must show a Sanford school system paycheck stub or a valid Staff ID badge in addition to proof of their current physical address.

Institutions and organizations in the Sanford/Springvale area may apply for borrowing privileges. The registration must be signed by the head of the organization who agrees to take financial responsibility for charges against the institution's registration including damages and replacement costs. The institution is responsible for naming people who may use the registration.

Non-resident patrons may register for borrowing privileges by showing valid ID and paying a fee. All family members use one registration when borrowing.

First time borrowers are limited to 2 items each, and Interlibrary Loans outside of MILS and MaineCat are restricted until a borrowing relationship has been established (after one month of borrowing).

## B. Loan periods

Books, magazines, audio books and movies are loaned for 3 weeks, interlibrary loans 2 weeks.

Materials in the Genealogy Rooms are restricted and never circulate.

Items may be renewed once for an additional 3 weeks for our items and two weeks for interlibrary loans, if no one else is waiting for the material. Additional renewals will be made at the discretion of the library staff, keeping in mind the nature of the material and the likely needs of other patrons.

Library staff may recall materials that are overdue or have been renewed many times.

There is no book limit. Adult DVDs are limited to 10 per card, and children's DVDs are limited to 5 per card.

## C. Reserves

Reserves may be placed by patrons, in person, over the phone, on the OPAC or by email. Patrons will be notified when the materials are available and items will be held for 1 week. There is no charge for placing a reserve.

#### D. Late materials

A courtesy call, email, or text is made after the material is due. If the items are not returned within 4 weeks, a bill for replacement costs will be sent. Patrons who have overdue materials may be denied borrowing privileges until those materials are returned or paid for if lost.

If a patron accumulates a large bill (\$20.00 or more), staff are welcome to negotiate a reasonable repayment plan if all items are returned.

If the patron returns the item after it has been deleted from the collection, we will waive the replacement cost and decide whether the book should go back into the collection

#### E. Damaged materials

If materials are damaged to the extent that the library judges them as being unsuitable for the collection, the patron must pay the replacement cost. Notice of the situation is given to the borrower with the price of replacement. Once the payment has been made, the item will be withdrawn from the collection and may be given to the patron if they wish to have it. The library may accept the same edition of the lost/damaged book in lieu of payment.

Responsibility for the administration and interpretation of this policy rests with the Library Director.

**Adopted by the Springvale Public Library Association Board of Trustees**

**May 2, 2005 revised July 18, 2011; revised October 27, 2014; revised January 30, 2018; revised January 22, 2019; revised January 22, 2024**