

Bear River Valley Library Consortium

Tremonton City Library/ Garland Public Library

Circulation and Overdue Policies

1. PURPOSE

The Circulation Policy of the Bear River Valley Consortium exists to facilitate community access to the materials and information contained in the Library's collections.

2. Bear River Valley Consortium LIBRARY CARDS: ELIGIBILITY AND REGISTRATION

In order to borrow materials from the Bear River Valley Consortium, library users must have a Library card. Cards are issued free of charge to Box Elder County residents. Cards are available for an annual fee to persons who reside outside of Box Elder County.

A. CATEGORIES OF ELIGIBILITY

1. Box Elder County residents

Any person who resides within the Box Elder County or own property in Box Elder may receive a Bear River Valley Consortium card free of charge. Resident cards are valid for one year. Cards need to be renewed yearly.

2. NON-RESIDENTS

Individuals residing outside Box Elder County limits who do not own property in the county must pay a \$20.00 annual fee to borrow items from the library consortium.

3. CHILDREN

School age children (Ages 5+) are eligible to receive a library card. Digital Applications must be filled out by a parent/guardian. The Child's name and birthdate will be used on the application as the card holder. The Parent's name will be listed on the parent/guardian line of the application. The parent/guardian will put their legal driver's license number (if the child is too young to have their own) or ID card number on the application. All other information requested on the application will be filled with the child's information. Both the parent/guardian and the child must be present at time of submission. The parent or legal guardian must show proper ID or proof of residence or a valid Bear River Valley Consortium card before a child's card will be issued. Parents or legal guardians are responsible for all items checked out on a child's card.

B. REGISTRATION REQUIREMENTS:

1. IDENTIFICATION

Applicants for a Bear River Valley Consortium card must show identification that verifies a current residential address. Identification with only a post office box number is not sufficient.

The library requires patrons to re-verify their addresses and phone numbers each year when their card expires. The following are considered acceptable forms of identification:

- a. A valid state-issued driver's license, driver's permit, or ID card, showing photo and current residential address.
- b. A residential property tax statement for a Box Elder residential property showing the name of the applicant.
- c. An official photo identification card from a school, government Agency, or employer, along with a secondary piece of identification displaying the current residential address: acceptable secondary forms include a current rent receipt or residential lease, a current utility bill, a bank checkbook with current address imprinted on the checks, a current bank statement, or mail postmarked within the last week.

3. LOAN PERIODS, LIMITS, AND RESTRICTIONS:

The following loan periods and limits have been established to provide library users with an adequate amount of time to use library materials and return them so that they can be made available to other users.

A. LOAN PERIODS: The following loan periods are in effect:

1. Books and Audiobooks: 3-weeks with two renewals
2. New releases, magazines: 2-week with two renewals
3. Movies: New Release Movies 3 days, no renewals; all other movies 1 week with two renewals.
4. E-readers (Nooks and Kindles): 2-weeks, no renewals.
5. Storytelling Kits/Theme Boxes: 3-weeks no renewals; Holiday kits 1-week, no renewals
6. Hot-Spots, Chromebooks, Tablets, Robotics Kits, AR (Augmented Reality) Kits, Special Collection items i.e., Telescopes, Binoculars: 3-Weeks, no renewals.

If the due date falls on a day when the library is closed, the loan period will be extended until the next day the library is open. Patrons may **NOT** renew items if there is a hold or reserve.

B. LOAN LIMITS:

There will be a probationary period of 3 months for all new card holders. During this period, only 10 items at a time may be checked out by adults. Of these 10 items a cardholder may only check out 3 DVDs or Audiobooks. Adults may not check out any technology during this probationary period. This includes Hot-Spots, Chromebooks, Tablets, Blood Pressure monitor, robotics kits and AR Kits and Special Collection items listed above. Students will only be allowed to check out 5 books at a time for the probation period. Students cannot check out DVDS or Audiobooks. If a cardholder returns items within the checkout period without fines, this probationary period may be shortened at the discretion of library staff. After the 3-month period ends, patrons will be required to follow the checkout limits outlined below.

An adult library user may have a total of 40 items checked out on their card. Students may have a total of 20 items. Students may **NOT** check out the following media items. Loan limits for specific media types are as follows:

1. Videos: 10 items
2. Audiobooks: 10 items
3. Storytelling kits/AR Kits/Robotics Kits/Theme boxes: 1 item
4. Laptops/ Tablets/Hot-Spots are available for adult checkout only. These items are available for three weeks with no renewals.
5. Students enrolled in the Brainfuse, or Coding programs may use laptops and tablets while in the library. If the student wishes to take the tablet or laptop home, it will need to be checked out on an adult card.

C. NON-CIRCULATING ITEMS:

The following materials are not available for checkout:

1. Materials in the restricted reference collection
2. Newspapers

D. INTERLIBRARY LOANS:

If the library does not have an item a patron may request that item through an Interlibrary Loan (ILL) using the following process:

1. Fill out a request form completely. Information required includes patron's name, patron's card number, patron's phone number, title of book, and

author. (Patrons without an active and working phone or e-mail will not be allowed to request books through ILL.)

2. The patron will be liable for all late fees, replacement of lost items, etc. If a patron is continually late in returning ILL items, his/her ILL privileges may be suspended. All shipping costs will be paid for by the library.
Only patrons 18 years and older may order through ILL.

E. RENEWALS:

Renewals may be made through Gabbie; our text-a-librarian app. (435-241-6627); at the circulation desk or by patrons logging in to their online account at <https://bearriver.biblionix.com/catalog/>. They may also have their items renewed by phone at 435-257-9525 or 435-257-3117. Patrons may **NOT** renew items if there is a hold or reserve.

Apollo has an auto-renewal option for all items that can be renewed and are not on reserve for another patron. Items will be renewed on the day they are due.

F. RETURN OF ITEMS:

All items must be returned to the Tremonton City Library or Garland Public Library, either inside the Library or in the **after-hours** book drop. Fines may occur if items are returned in the book drop during open hours as the book drop will not be emptied until the next day. E-readers, kits, laptops, tablets, hot-spots, kits, theme boxes should not be put in book drop as they can sustain damage. Any device placed in a book drop will receive an automatic fee. (Check device policy for fines and fees on all devices.) All electronic devices, Kits and Theme boxes, Special Collection items, need to be returned to the library where they are circulated.

G. OVERDUE MATERIALS:

Check overdue policy below for all information on late materials.

H. NOTIFICATION METHODS

At the time of registration or anytime thereafter, patrons may choose their preferred method for receiving library notices from the following options:

- a. E-mail
- b. Telephone
- c. Print notices by standard mail
- d. Text message

Email, telephone, and text notices are preferable because of their timeliness and low cost. Print notices sent by standard mail may be delayed by several days. Borrowers are advised to ensure that the contact information on their account is correct. Patron account information can be viewed by logging into his/her patron account at <https://bearriver.bibliionix.com/catalog>.

Adopted 3/4/2015, Amended 10/21/2015, Amended 10/17/2017, Amended 4/19/2023

Bear River Valley Consortium Overdue Policy

1. Materials access and availability
 - A. Library materials may be utilized or checked out as per Bear River Valley Consortium Circulation Policy.

2. Delinquent and overdue materials

A. Fines assessed:

Type of materials:	<u>daily fines</u>	<u>maximum fines</u>
Books	10 cents per day	\$5.00
Kindles/tablets/laptops		
Robotics Kits/Hotspots		
Special Collection items	\$5.00 per day	\$100.00
DVDS	25 cents per day	\$5.00
Books on CD	25 cents per day	\$5.00
Storytelling Kits/Theme		
Boxes	\$1.00 per day	\$50.00
Magazines	10 cents per day	\$5.00
Temporary Items	10 cents per day	\$5.00

3. Delinquency Actions

- A. One-three weeks overdue: E-mail notice through Library System Bibliionix Apollo.
- B. One month overdue: Overdue letter sent again stating if items not returned within fifteen (15) days, patron or patron’s parent/guardian will be sent to Collections (\$25.00+ owed). If a patron has a laptop, tablet or hotspot or Special Collection items overdue by more than 4 weeks, the patron will be charged with theft of library materials and will be submitted to the police department.
- C. Patrons may have fines reduced or dismissed through return of items, paying for lost or damaged items, volunteer hours, donation of items (gently used items only), or bringing in food

items during our Food for Fines campaigns. Removal of fines will occur at the discretion of librarians.

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