

## **Circulation Policy**

### **South Sioux City Public Library**

(Approved by the City Council of the City of South Sioux City May 8, 2017)

#### **Who May Use The Library:**

The South Sioux City Public Library is open to all, and shall not be denied to any person because of race, sex, religion, age, color, national origin, ancestry, physical handicap, or marital status.

#### **Who may Borrow from the Library:**

All residents of South Sioux City, persons who pay property taxes, or persons owning property or a business in South Sioux City may borrow material without charge from the Library.

After October 1, 2016 all persons who do not reside within the corporate city limits of South Sioux City or who do not own property or a business in South Sioux City are considered non-residents. All non-residents must pay an annual fee of \$75.00 per household for a library card. Each individual may obtain a card.

The South Sioux City School District may obtain a borrower's card for specified teachers listed on the application form. The teacher may check out age-appropriate materials for their students for classroom use. The school or district shall be responsible for any material checked out with this card.

#### **How to Obtain a Library Card:**

To obtain a card a person must be:

1. At least 16 years of age. If younger, a parent/guardian must sign the application form.
2. Complete the application form.
3. Show two (2) forms of identification with current address. Such identification shall be:
  - A. Picture ID
    - Current Nebraska State ID
    - Current Driver License
    - Military ID
    - Passport
    - Resident Alien Card
  - B. Proof of current address
    - Utility bill postmarked within the last thirty (30) days.
    - Current lease
    - Current rent receipt with address
    - Current mail postmarked within the last thirty (30) days.
4. The individual who signs for the card will have the financial and legal responsibility for all items checked out and any type of fees incurred by any use of the card.
5. Lost or stolen cards must be reported immediately in person or by telephone to prevent unauthorized use or access. Patrons are responsible for all use of their library cards and all items checked out on their account. Lost or stolen library cards can be replaced with photo identification. Cost of a replacement card will be \$1.00. The lost card will be eliminated from the library records.

**What may be Borrowed:**

The following materials may be checked out, unless otherwise restricted: audio books, books, magazines (non-current issues only), videotapes, music CD's, DVDs, and electronic books and music.

**Loan Periods for Materials:**

The following are the loan periods for specific types of materials. Exceptions are subject to the discretion of the Library staff members: **(New patrons may check out five materials at a time for the first three months.)**

Audio books: 2 weeks

Books: 3 weeks

Magazines (non-current issues only): 2 weeks

CDROMs: 2 weeks

InterLibrary Loan Material: subject to the loan period set by the lending library

Overdrive books: 1-3 weeks

Netlibrary books: 3 weeks

**Renewals for Materials:**

Materials may be renewed for additional loan period/s if the material has not been requested by another patron, nor has it reached the maximum number of renewals. Materials obtained through InterLibrary loan are subject to the renewal policies of the lending library.

**Fees and charges:**

Photocopying or computer print out: .15 per page

Fax per page to U.S. destination: \$1.00

Fax per page to international destination: \$3.00

Replacement of lost library card: \$1.00

Lost or damaged bar code label: \$1.00

Lost magazine: cover cost plus \$3.00

Lost book: replacement cost or cost of comparable material plus \$5.00 processing fee

Lost audio book/kit: replacement cost or cost of comparable material plus \$5.00 processing fee

Overdue video/DVD: \$1.00/day

Lost video/DVD/CD: replacement cost or cost of comparable material plus \$5.00 processing fee

Overdue magazine: .10/day

Damaged material: dependent on degree of damage

Damaged ILL material: dependent upon charge from lending library

Lost ILL material: dependent upon charge from lending library plus \$5.00 library fee

**Limitations on Borrowing Privileges:**

Borrowing privileges may be limited or terminated due to the number of overdue materials held, or the amount of fines or damages owed, or the expiration of a non-resident borrower's card.

**Limitations of computer privileges:** Computer privileges may be terminated due to overdue materials, fines or damages owed by any library patron.

**Patron computers:** Eighteen computers with Internet access and a printer are available to the public.

**Copy machines:** A copy machine is provided by the Library.

**Fax Service:** A fax machine is provided by the Library.

(Approved by the Advisory Board, revised 5/2017)