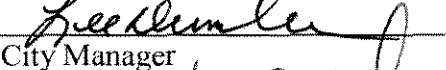


City of Lubbock, TX
Library

Administrative Policies and Procedures

Subject: Circulation of Library Materials **Effective Date:** 01/01/96

Approved by:  **Revised Date:** 10/01/04
City Manager 04/01/08


Assistant City Manager


Executive Director


Library Director

Applies to: Library Patrons/Staff

Policy: Library Cards

- On-site application—a valid photo identification card with valid proof of address is required to obtain a library card. Patrons without an ID card may check out two items and the card will be mailed.
- Online application—library card applications are available on the library's web site. After the patron completes the application, the library card will be mailed. Borrowing privileges will not begin until the card has been received by the patron.
- Children's cards—children under twelve may obtain a card with an application signed by the parent or guardian.
- Young adult cards—young adults twelve through sixteen years old may obtain a card without parental consent.

Roles and Responsibilities: *Library Staff*

- Staff members ensure that circulation policies and procedures are being followed.

Library Patrons

- Patrons are responsible for items checked out on their cards. Parents/guardians are responsible for items checked out on cards of children under twelve.

Procedures:

Library Materials Check Out

The number of items that may be checked out on a library card are as follows:

- Total number of items on a card may not exceed 50.
- The following number of items are allowed per card:
 - 5 Multimedia items
 - 5 Books on Tape
 - 5 Videotapes
 - 5 Books on CD
 - 5 DVDs
 - 5 Videogames

Loan Periods

- The loan period for adult and juvenile books, audio books, and children's multimedia in the general collection is three weeks.
- The loan period for bestsellers and designated new books is one week.
- The loan period for DVDs/Videos/Games is three days.
- Reference materials are not circulated.

Loan Renewals

- Items may be renewed twice unless the item has been reserved by another patron.

Material Reserves

- Reserves are taken on all circulating material. Patrons may reserve no more than ten items at one time. Once the requested item is located, the patron will be notified by phone, mail, or email.

Material Delivery between Library Locations

- Patrons may request that items be transferred from the item's home location to any other Lubbock Public Library location for check out. Library materials are transported every day Monday through Friday.

TexShare Cards

- The TexShare card program is a reciprocal borrowing program. It is designed to allow the registered users of participating institutions to directly borrow materials from the libraries of other participating institutions. Those libraries that choose to participate honor the Card Program Agreement, which specifies the roles and responsibilities of the home and lending libraries, and library patrons. Registered users must obtain a TexShare card from their home library before they are able to check out materials from other participating libraries.
- More information is available on the TexShare card program at www.texshare.edu/generalinfo/about/publiclibraries.html.

Lost, Damaged, and Overdue Materials

Overdue Fines

- Fines are 25 cents per day, per item, with a maximum fine of \$5.00 per item.
- Fines and/or fees of at least \$25 or materials 45 days overdue may be referred to a collection agency.
- Patrons with \$9.00 or above in late fees are restricted from checking out library materials.

Lost/Damaged Materials

- A processing fee of \$13.00 is assessed for each item plus the replacement cost. Replacement cost is the price the library must pay to obtain another copy of the item.
- Items may be returned within 90 days for a refund of the replacement cost paid, subject to the rules relating to damaged materials and fines for overdue material. The processing fee of \$13.00 and the collection agency fee will **not** be refunded.

**Checks and
Balances:**

Supervisory staff is responsible for ensuring that circulation policies are followed by front line staff. This is accomplished through training and observation.

**Forms and
Required
Documents:**

Library Card Application