

1994

Adopted December 1994; amended September 1995; amended April 1996; amended July 1996; amended August 2000, amended November 2006, amended October 2007, amended 2009, amended October 2010, amended September 2012, October 2012, May 2013, amended September 2015, September 2019. Amended August 2022.

Mission Statement

YOUR Lexington Public Library: A place to belong, connect, explore, learn, and grow.

Library Service Program:

The Lexington Public Library is open six (6) days a week for a total of 60 hours. The Library operates in conjunction with an advisory board composed of five (5) trustees and a City of Lexington liaison.

Library Services Policies

Lexington Public Library Non-Discrimination Policy

- The Lexington Public Library does not and shall not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities, services, or operations.

1. Purpose

The library services policies exist to describe services provided by the Lexington Public Library. Services herein refer to patron card policy and circulation policies of library materials including, but not limited to, interlibrary loan, lost and/or damaged materials and reserves/holds.

A. Patron Library Card Policy

- 1) Library card applicants must show documentary proof of both identity and place of residence. If persons under 16 years of age cannot independently prove identity and residence, a parent or legal guardian may present proof on behalf of the child. In order to prove identity, a person must show a

driver's license or other photographic document that contains both his or her current legal name and a photograph. In order to prove residence, a person must show one document that lists both his or her current legal address and the same name listed on his or her documents presented as proof of identity. Many of the photographic identification documents will also list address and may serve both as proof of identity and as proof of residence, or one of the non-photographic documents with a current address may be used instead.

- 2) If a newly registering borrower is unable to present acceptable documents containing current proof of residence, the Library may extend limited borrowing privileges for a period of 14 days or until documentary proof of identity and/or residence can be offered. During this 14-day borrower grace period, the customer will be allowed to have a maximum of two (2) items checked out at one time.
- 3) All borrowers must present their library card or a government, educational or corporate photo I.D. that clearly states their name to check out library materials.
- 4) A guest pass will be offered to visitors who need to use an Internet computer.
- 5) The Lexington Public Library will issue a library card free of charge to any person living within Dawson or Gosper counties. Library cards are issued for one year.
- 6) Lost cards will be replaced for a fee of \$2.00 each time the card is lost.

B. Circulation Policy

- A. The Lexington Public Library makes materials readily available for its customers through circulation policies that reflect the usage of materials. All materials may be used within the library free of charge. Materials may be borrowed on a library card in good standing.

B. Check out periods for library materials:

- 1) Books: three weeks, two renewals.
- 2) Audio books: three weeks, two renewals.

- 3) DVDs: Limit of 5 DVDs for one week, two renewals
- 4) Discovery Packs: three weeks, two renewals.
- 5) Magazines: one week, two renewals.
- 6) Cake pans: three weeks, two renewals.

C. Renewal Policy

- 1) Patrons may request the renewal of any material in person, by phone or online. Materials with a reserve request placed by another person, may not be renewed. The staff is empowered to use discretion on an individual basis.

D. Holds/Reserves Policy

- 1) A patron may place a hold on a title(s). The Library will notify the patron when the item(s) are available. Reserved items will be held for five (5) days.

E. Overdue Materials Policy

- 1) The Lexington Public Library is a fine-free library. No fines will be assessed for overdue library materials.
 - a) Items not returned on the due date are considered overdue.
 - b) A courtesy telephone call will be made three (3) days after the items become overdue to remind the patron that the items were not returned on the due date.
 - c) If no contact can be made, a courtesy postcard will be sent seven (7) days after the items become overdue.
 - d) If the items are not returned after one week, another telephone call will be made to the patron.
 - e) If items are not returned within six (6) months of the due date, the items will be charged as LOST to the patron's account. Charges for LOST or damaged items will be assessed as per replacement cost. The items will be charged as lost to the patron's account.

- f) Fees associated with lost and/or damaged library materials will suspend a patron's borrowing privileges until the charges are reduced or paid.

F. Lost/Damaged Materials Policy

- 1) Patrons are responsible for all materials checked out and are liable for damages, which may occur to those library materials. The library will notify the patron of damage charges or for charges for the replacement of the item.
- 2) Loss of any part of kits or sets will result in a charge for the whole unit.
- 3) Once a lost item is paid for by a patron, the patron owns the item if later found.

G. Interlibrary Loan Policy

- 1) The Lexington Public Library provides interlibrary loan service (ILL).
- 2) Patrons in good standing may request materials using ILL.
- 3) Postage of **\$5.00 for books and \$4.00 for DVDs** will be charged to the patron at the time the item is picked up. If the patron fails to pick up the item, the fee will be assessed to the patron's library account.
- 4) Lost items will be handled as lost library materials in cooperation with the lending library.
- 5) Damaged materials fees will be assessed by the lending library.
- 6) Renewal of interlibrary loan materials is at the discretion of the lending library.
- 7) The library reserves the right to suspend interlibrary loan privileges.