

Neligh Public Library

Circulation Policy

1. Persons who use the library are encouraged to have a library card.
2. All residents of Neligh and Antelope county will be issued a borrower card upon request without charge for a three-year period.
 - a. To renew the patron card, address and phone information will be updated
 - b. Cards will become invalid if service charges are outstanding or if the patron has been designated as a "Patron in Poor Standing". The card may not be renewed until such charges are paid.
 - c. Nonresident cards (out of county) will be issued to families for a period of three (3) years for a fee of \$20.00.
3. A patron in good standing is one who has no outstanding fines or delinquent materials and observes all library policies.
4. Patrons who use the library are encouraged to have a library card.
5. All library circulation records are confidential.
6. Patrons may check out any reasonable number of materials to be determined by the librarian as per material-type lending period.
 - a. New cardholders will be limited to three (3) items per checkout for the first month of library membership.
 - b. Parents or guardians are responsible for their minor children's use of library materials, including payment of fees or charges incurred by their children.
 - c. Books and audio books may be renewed for two (2) weeks unless reserved for another patron.
 - d. Periodicals may not be renewed. They are available for a one-week checkout.
 - e. Patrons may check out only three (3) new books at one time (new is defined as purchased within the past month).
 - f. Teachers, including home school teachers may have as many as 50 books on their account for six (6) weeks. They will be designated "EDUCATION" within the library's computer system. Materials other than books checked out to teachers should adhere to the policy for other patrons as per material type.
 - g. Art prints may be checked out for three (3) months to patrons in good standing.
 - h. Microfilm may be checked out for a two (2) week period to patrons in good standing.
 - i. Laptop computers and/or the LCD projector will be available for check out to local businesses or civic groups for a three (3) day period for adult education. Patrons in excellent standing may check out a laptop computer and/or the LCD projector for three (3) days after signing a library equipment loan agreement form. In order to remove a computer from the library, a patron must have a current address, telephone number and have been a patron of the library for more than one month (30 days). A \$10.00 per day fine will be assessed for overdue library equipment.

- j. Patrons must be in good standing to have holds placed and/or use the Internet or any other library service.
 - k. Some reference and Nebraska materials will be available for overnight check out by patrons in good standing. A fine of 50 cents per day and the loss of library privileges will accompany overdue reference materials.
 - l. Damage beyond normal use to library materials (to be determined by the librarian) while checked out are the responsibility of the patron and may include replacement value of the item.
 - m. The current month's fiction acquisitions may not be renewed beyond the original two (2) week checkout date.
7. Patrons must be in good standing to have holds placed, when a patron requests that material be reserved, the librarian will put a hold on the item and call the patron when the item is available. When ordering new material requested by a patron, a hold is placed on the item. When the new selection has arrived it will be held for the patron for four (4) days after the patron has been notified. The hold will be returned to the collection at the end of the four (4) day period.
8. The library will offer interlibrary loan service.
- a. Reimbursement for postage or any fees for interlibrary loan material will be charged to the borrower at a fee of \$3.50 per item. Book group members will be exempt from any such fees.
 - b. Interlibrary loan fees are due at the time the item is picked up.
 - c. Interlibrary loan requests will only be fulfilled for patrons in good standing who hold valid library cards.
 - d. Charges according to cost will be made for photocopied materials obtained for the interlibrary loan patron.
 - e. Reference and local Nebraska materials are not available for interlibrary loan. (Materials will include print, film, audio, and all other formats.)
 - f. Periodicals will not be loaned. Photocopies may be made and sent to requesting libraries as long as copyright law is upheld.
9. Patrons who wish to have photocopies and/or computer copies made may be assisted by the librarian.
- a. A fee of 15 cents for a letter size per page, 30 cents for both sides.
 - b. A fee of 20 cents for legal size per page, 40 cents for both sides.
10. Faxing five (5) pages excluding the cover letter if needed will be without charge. Each additional page will be assessed a fee of one (1) dollar per page. There will be no charge to send to 800 numbers. Receiving a fax will be assessed a fee of 50 cents per page.
11. Cold laminate is available for a cost of one (1) dollar per foot or any part of the foot.
12. Digital photographs will be printed for a fee of fifty cents (.50) per picture.
13. Nebraska Overdrive is a service of the Library. The librarian will try to help patrons with their devices; however, the ultimate responsibility for the individual e-reader lies with the patron.
14. The telephone is available for local and 800 number calls only. Discretion is to be used as to length of a phone call.

15. Copyright law will be observed when scanning, copying, or printing from the Internet or any source protected by copyright. The Neligh Public Library will adhere to strict copyright law.
16. Generally recognized civic or educational groups whose function is not primarily social or religious may use the meeting room without charge. (Refer to the meeting room policy). Social and/or religious groups may use the meeting room without charge during the library's non-operational hours.
17. When it is necessary to notify patrons about overdue materials, the charge is:
 - a. One (1) dollar for materials four-seven (4-7) days overdue (one week).
 - b. Two (2) dollars for materials 14 days overdue (two weeks).
 - c. Three (3) dollars for materials 21 days overdue (three weeks).
 - d. Four (4) dollars for materials 28 days overdue (four weeks).
 - e. Five (5) dollars for materials 35 days overdue (five weeks).
 - f. Six (6) dollars for materials 42 days overdue (six weeks); and so on.
 - g. The maximum fine will be \$10.00 for items 70 days overdue (10 weeks).
 - h. All patrons with overdue materials will lose library privileges until overdue items are returned and accrued fines are paid.
 - i. The library reserves the right to take measures up to and including legal action to recover materials not returned.
18. The director will contact severely (30 days) delinquent patrons. A severely delinquent patron (40 days) will be referred to the town's attorney. Every attempt is to be made to recover and collect on library property.
19. The Wii gaming system will be in the control of the librarian on duty. Wii games must be checked out to the patron for in-house use only. Patrons must request the librarian to get the game before play. The improper behavior or care of the gaming system may lead to expulsion from the library for the day.
20. Computer use is addressed in the Internet policy.
21. Library Equipment use and checkout is addressed in the Library Equipment Policy and Loan of Library Equipment agreement forms.
22. The library will provide reference service to the public as time permits. The librarian will not do homework, but will assist in finding resources to enable the patron to accomplish his or her task.
23. The librarian will arrange for displays and collections in the library. Patrons who wish to display a personal collection do so at the librarian's discretion and in so doing will be given access to the display case for arrangement and removal of their collection.
24. The Neligh Public Library recognizes that all situations are not equal. The final decision on circulation issues is the responsibility of the Library Director.