

## *Sachse Public Library Circulation Policy*

1. Borrowers must have a valid library card to check out materials. (A driver's license or other appropriate identification may be used on occasion if the card is forgotten, but should not be used as a permanent substitute for the actual library card.)
2. To apply for a library card:
  - a. Adults (16 and older) are to present a photo I.D. and proof of current address – e.g. current driver's license, student I.D., employment identification card, printed personal check, recent utility bill, car registration, etc.
  - b. Minors under 16 are to be accompanied by a parent or guardian who must present proper identification and sign the application form at the time of registration. This parent or guardian is responsible for any fees incurred by the minor.
  - c. First time borrowers may only check out a maximum of 5 items.
3. There is no charge to apply for a library card; a replacement card will cost \$1.00. Identification will be requested before a replacement card is issued.
4. Each patron should use his/her own library card when checking out library material.
5. Loan Periods:

Videocassettes	7 days (limit of 4 per card)
DVDs	7 days (limit of 4 per card)
Books	21 days
Books on Tape/CD/MP3 audio	21 days
All other media	21 days
6. Items (excluding videos & DVD's) may be renewed for the same length of time as the original check-out unless another patron has placed a hold on it. Items may be renewed through the library website, by presenting them at the circulation desk, or by phone.
7. A hold may be placed on any item that is able to be checked out (excluding videos & DVD's). Reference materials, newspapers and magazines may not be checked out.
8. Any type of item or particular subject area may be placed on in-house reserve or limited in number of checked out items in a particular subject at the discretion of the library staff.
9. The Library assumes no responsibility for damage caused to a borrower's audiovisual or computer equipment.
10. Copyright laws limit videocassettes, CDs, MP3 audio materials and DVDs to home viewing only and prohibit their duplication. Copyright laws also protect most books, magazines, and other library media. Do not copy, reproduce, rebroadcast, tamper with, or alter any copyrighted materials in any manner.
11. Overdue material: Any item kept after the return date is overdue and is subject to fines.

12. Overdue Fines:

- a. 5 cents per day per item – includes all items except videos and DVDs which are \$1.00 per day
  - b. The maximum fine per item is \$1.00.
  - c. Overdue fines will not be charged for days when the library is closed.
  - d. Materials more than 120 days overdue will be deemed lost.
  - e. A patron may not check out any additional materials until all overdue items are returned or replaced.
13. Each patron will be responsible for materials checked out on his/her card as well as fines for late returns, lost items, and items damaged beyond repair. For lost and damaged items, the actual cost of a new or an exact replacement item will be charged. A lost or damaged item may also be replaced with an exact, new copy of the item unless the item had special value above a new item.
14. The Sachse Public Library will make every reasonable attempt to obtain interlibrary loan (ILL) requests. Usually this service is free of charge, though some libraries will charge for ILL loans. The borrower is responsible for any charges.
15. Parents and/or legal guardians are responsible for supervising the materials viewed and selected by their minor children. The Library will not be responsible to determine what materials may or may not be appropriate for children based on their individual circumstances.