

Circulation Policy

BOARD APPROVED: 10-21-2024

I. LIBRARY CARDS

Every resident of Finney County is eligible for a free Library card account regardless of age. Residents of Kearny, Wichita, Scott, Lane, Ness, Hodgeman, Gray, Haskell, and Grant counties are eligible for a free Library card.

Non-Finney County, Kansas residents or those that do not qualify for a free Library card may obtain cards for an annual fee of \$10.

Regulations:

1. Photo identification and proof of current physical address are required.
 - a. Acceptable forms of current identification include:
 - Driver's license
 - Federal, state or local government ID card
 - Passport
 - School ID card
 - U.S. Military card
 - Permanent Resident Card / Alien Registration Receipt Card / Consulate ID
 - b. Acceptable proof of current physical address includes:
 - Department of Public Safety ID
 - Personalized check, savings passbook, bank or credit union statement
 - Current utility deposit receipt or utility bill
 - Voter Registration Card or notarized temporary voter registration permit
 - Official rent receipt; rental agreement, contract or lease
 - Mail postmarked within the last 30 days (if none of the above is available)
2. Internet Guest cards are available for an annual fee of \$10.00.

Single use guest passes for computers are available by request.
3. Educator Cards are issued for the length of the school year (August – May) and can be renewed annually thereafter. [Educators can be defined as public, private and charter school teachers, licensed childcare centers and homeschool educators.]

The following advantages may be applied to an Educator Card:

- Available to educators who work in the service area, even if they live outside the service area.
- Increase the number of checkouts to fifty at a time
- Extend the length of the checkout period to four weeks with two auto-renewals for all material types
- Items continue to be renewable if there are no holds on the item
- Forgive up to two lost items per year and up to \$10.00 in fines each year

4. Library cards expire on the following schedule:

Finney and all adjacent County Residents: 3 Years

- All other cards: 1 Year

For Library card renewals, a current ID must be presented and the account must be in good standing.

5. Cards for Children:

There is no minimum age for obtaining a Library card.

Parent or legal guardian must present his/her photo identification and proof of current address for cards issued to children 17 and under.

Parents or legal guardians are responsible for items checked out by their minor children. If applicable, parent or legal guardian's Library Card must be in good standing to sign a child up for a card.

Temporary Cards are available for children 17 years old and younger (2 items/3-month max) when necessary.

II. LOAN GUIDELINES

Library users are assured of fair and equitable access to all Library materials.

Regulations:

Loan of materials: There is a checkout limit of 25 total items per Library card

Item Type	Maximum Limit	Loan Period	Renewals – see below	Maximum Holds Allowed per Item Type
Books, Audio Books, Play-a-ways	25	3 weeks	3 (excludes New Books)	15
DVDs	5	1 week	1	5
Cake pans	5	3 weeks	1	3
Electronic materials	Varies	Varies	Varies	Varies
Video games	2	1 week	1	2
Literacy kits	2	1 week	1	2
Board games	2	1 week	1	2
Hotspots	1	2 weeks	0	1

Hotspots:

The FCPL is pleased to offer hotspot checkout service to patrons. A "hotspot" consists of the mobile wireless hotspot device itself, as well as its charger (if applicable) and case.

The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

Hotspot Usage Rules

In order to borrow a hotspot, patrons must be 18 years of age or older and have a FCPL card (in good standing). At the time of checkout, the borrowing patron must present his/her Library card and state-issued ID. Upon checkout, staff will confirm, in the presence of the borrowing patron, that all items are present in the hotspot kit.

Only one hotspot may be borrowed on a patron's account at any one time. The loan period for the hotspot is 14 days. Checkout is limited to one per household at any given time. Patrons may place a hold on a hotspot.

Patrons are financially responsible for lost or stolen hotspots. A lost hotspot fee of \$75 will be assessed when necessary. Repair costs, whether from negligent, reckless, or intentional damage, are the responsibility of the patron. Hotspots must be returned to staff at the Circulation Desk. Hotspots should not be returned in the FCPL book drops.

The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.

If the hotspot is not returned by the due date, the internet connection will be terminated. If the hotspot is not returned within 15 days from the due date, the patron will be charged the replacement fee of the item.

Renewals:

Borrowed items will be renewed automatically three days before the due date, with some exceptions:

- Another user has requested it
- The item reached its maximum number of renewals
- The user's account is blocked due to fines or fees of \$10.00 or more

Holds: The entire circulating collection is available to be placed on hold. When the item requested is available, the patron is notified that the material will be held for five (5) days. Patrons may place up to 15 holds per account.

Suspension or revocation of borrowing privileges: The Library Director may suspend or revoke borrowing privileges when fines are not paid, Library material is not returned, or Library policies are not followed.

Equipment malfunctions: The Library is not responsible if a patron's equipment malfunctions when playing media borrowed from the Library.

Library Staff: Library staff must check out all materials for personal use through circulation channels in accordance with the policies established for all Library patrons. Staff is responsible for any damage charges incurred on their personal account.

III. FINES AND FEES

All cardholders are responsible for materials borrowed on their card. The Library Director may impose and collect fines for the infringement of the established rules and regulations and may suspend or revoke the borrowing of any book or other material by a cardholder who has failed or refused to pay any fine or to return any book or other material by the due date set by the Library Director.

Regulations:

A Library card becomes delinquent when the charges on the account reach \$10.00. Privileges are suspended until the total charges owed are less than \$10.00.

Library Supervisors and Lead Staff have the option of waiving or reducing a charge if they feel extenuating circumstances so warrant.

All Library debts are discharged when listed in a patron's bankruptcy.

Cardholders must inform the Library immediately if their Library card becomes lost or stolen. Cardholders are held responsible for any items checked out and any fines incurred by the use of their Library card prior to the card being reported lost or stolen. If a Library card is reported as stolen, a police report (filed within 60 days of items being due) is necessary for the Library to waive related fees and replacement costs on items stolen from the patron or checked out on a lost/stolen Library card. The Finney County Public Library is not responsible for any unauthorized use of a Library card.

All cardholders are responsible for materials borrowed on their card and patrons are expected to return borrowed material on time and undamaged. The Library may impose and collect fines for the infringement of the established rules and regulations and may suspend or revoke the borrowing of any book or other material by a cardholder who has failed or refused to pay any fine or to return any book or other material by the due date set by the Library. The Library does not issue refunds.

Email/Text reminders, for materials due, may be sent as a courtesy of the Library. Patrons are obligated to return their materials on time, even in the event that reminder notifications are not received.

Fines Schedule: Appendix A