

UNION CARNEGIE PUBLIC LIBRARY

CIRCULATION POLICY

ELIGIBILITY & REGISTRATION

BORROWING PRIVILEGES ARE AVAILABLE FREE OF CHARGE TO RESIDENTS OF UNION COUNTY. NON-RESIDENTS LIVING WITHIN THE SAGE SERVICE AREA ALSO RECEIVE FREE BORROWING PRIVILEGES.

TO BE ISSUED A LIBRARY CARD AN APPLICANT MUST:

- FILL OUT A REGISTRATION FORM.
- SHOW VALID IDENTIFICATION LISTING CURRENT ADDRESS.

CARDHOLDER RESPONSIBILITIES

PATRONS ARE EXPECTED TO RETURN ALL MATERIALS ON OR BEFORE THE DUE DATE, TO PAY PROMPTLY ANY FINES OR DAMAGES, AND TO GIVE IMMEDIATE NOTICE OF ANY CHANGE IN ADDRESS. UNPAID CHARGES MAY BE TURNED OVER TO A COLLECTION AGENCY.

A PATRON IS RESPONSIBLE FOR ANY ITEMS THAT ANYONE CHECKS OUT ON HIS OR HER CARD UNLESS THE CARD HAS BEEN REPORTED STOLEN. IF A CARD IS LOST OR STOLEN, IT SHOULD BE REPORTED AT ONCE BY PHONE OR IN PERSON. A CHARGE OF \$5.00 WILL BE MADE WHEN A REPLACEMENT CARD IS ISSUED.

PARENTS AND OTHER LEGAL GUARDIANS ARE RESPONSIBLE FOR ALL MATERIALS CHECKED OUT ON THE CARDS OF THEIR MINOR CHILDREN AND ARE RESPONSIBLE FOR DECIDING WHAT BOOKS OR OTHER LIBRARY MATERIALS ARE APPROPRIATE FOR THEIR CHILDREN AND TEENAGERS. THE POLICY REFLECTS THE AMERICAN LIBRARY ASSOCIATION'S BILL OF RIGHTS, WHICH STATES THAT "...A PERSON'S RIGHT TO USE A LIBRARY SHOULD NOT BE ABRIDGED BECAUSE OF ORIGIN, AGE, BACKGROUND OR VIEWS." THE LIBRARY MAY CONTAIN BOOKS AND OTHER MATERIALS THAT SOME PARENTS FIND INAPPROPRIATE FOR THEIR OWN CHILDREN AND TEENAGERS. UNION CARNEGIE PUBLIC LIBRARY ENCOURAGES PARENTS TO HELP THEIR CHILDREN AND TEENAGERS SELECT LIBRARY RESOURCES IN KEEPING WITH THEIR FAMILY'S VALUES.

AUTOMATED NOTICES WILL BE SENT OUT 3 DAYS IN ADVANCE OF MATERIALS' DUE DATE TO PATRONS WHO OPT FOR TEXT AND/OR EMAIL NOTIFICATION.

LOAN PERIODS

MOST LIBRARY MATERIALS MAY BE CHECKED OUT FOR 21 DAYS WITH THE FOLLOWING EXCEPTIONS:

- DVDS ARE LIMITED TO ONE WEEK

- INTERLIBRARY LOAN MATERIALS ARE LOANED ACCORDING TO THE RULES OF THE LENDING LIBRARY. PATRONS WHO RETURN INTERLIBRARY LOAN MATERIALS LATE MAY BE BARRED FROM FURTHER USE OF THIS SERVICE.
- MATERIALS NOT ON HOLD MAY BE RENEWED TWICE BY PHONE, ONLINE OR IN PERSON.

WHEN YOU CHECK OUT ITEMS, YOU CAN RECEIVE A LIST OF THE ITEMS AND WHEN THEY ARE DUE. OVERDUE FINES WILL BE CHARGED FOR ITEMS NOT RETURNED ON TIME:

- FINES FOR OVERDUE MATERIALS
- \$.20 PER DAY PER ITEM.
- IF ITEMS ARE LOST OR DAMAGED, REPAIR OR REPLACEMENT FEES WILL BE CHARGED.

RETURNS

ITEMS CAN BE RETURNED AT THE FRONT DESK DURING OPEN HOURS OR IN OUR BOOK DROP 24 HOURS A DAY, 7 DAYS A WEEK. ITEMS CAN BE RETURNED TO ANY SAGE LIBRARY.

CONFIDENTIALITY OF LIBRARY RECORDS

ALL CIRCULATION RECORDS AND REGISTRATION RECORDS IDENTIFYING THE NAMES OF LIBRARY USERS ARE CONFIDENTIAL IN NATURE. IT IS THE RESPONSIBILITY OF THE LIBRARY TO PROTECT, AS FAR AS POSSIBLE, THE PRIVACY OF ANY BORROWER WHO USES THE LIBRARY. NO INQUIRY WILL BE MADE INTO THE PURPOSE FOR WHICH A PATRON REQUESTS INFORMATION OR MATERIALS, EXCEPT IN SO FAR AS THE INFORMATION MAY BE HELPFUL IN ENABLING THE LIBRARY TO FIND WHAT THE PATRON WANTS. THE LIBRARY DOES NOT YIELD ANY INFORMATION ABOUT ITS PATRONS OR THEIR READING TO INDIVIDUALS OR TO ANY PRIVATE OR PUBLIC AGENCY, LOCAL, STATE, OR FEDERAL WITHOUT AN ORDER FROM A COURT OF COMPETENT JURISDICTION AND CONSULTATION WITH LEGAL COUNSEL.

THE LIBRARY POLICY IN REGARDS TO THE PRIVACY OF LIBRARY RECORDS IS BASED ON "POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS" ADOPTED BY THE COUNCIL OF THE AMERICAN LIBRARY ASSOCIATION, JANUARY 20, 1971; AMENDED JULY 4, 1975; JULY 2, 1986.

USE OF THE LIBRARY

THE LIBRARY ALLOWS PATRONS FROM ALL GEOGRAPHICAL AREAS TO BROWSE AND USE MATERIALS IN THE LIBRARY. REFERENCE ASSISTANCE IS PROVIDED TO ALL PATRONS WHETHER OR NOT THEY ARE RESIDENTS. THE USE OF THE LIBRARY OR ITS SERVICES MAY BE DENIED FOR DUE CAUSE. SUCH CAUSE MAY BE FAILURE TO RETURN BOOKS OR TO PAY PENALTIES, DESTRUCTION OF LIBRARY PROPERTY, DISTURBANCE OF OTHER PATRONS, OR ANY OTHER OBJECTIONABLE CONDUCT ON LIBRARY PREMISES.

APPROVED BY THE UNION CARNEGIE PUBLIC LIBRARY BOARD AUGUST 22, 2024

REVISED:

REVIEWED: