

# LIBRARY CARD AND MATERIALS USE POLICY

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LP3 | REVISION 2 | REVISED 6/17/2019

## I. Procedure for Getting a Library Card

- A. If a patron wants to get a library card at Lodi Public Library, these guidelines must be followed. The Lodi Public Library follows patron registration guidelines set forth and standardized by the South Central Library System. Please see SCLS's LINK Circulation Manual for details.
- B. To get a library card, patrons must complete a library card application form and present photo identification and proof of current local address. All required information and signatures must be reported before the library will process a card. A patron's first library card is issued free of charge; a nominal fee may be assessed for replacement cards.
- C. A temporary or part-time resident can be issued a library card when presenting photo identification along with suitable identification of both local address and permanent address. A suitable card expiration date will be applied.
- D. Minors are required to obtain a guardian's signature on the card application.
  1. If the parent or guardian is present and holds a valid library card or can show proof of identification and residency, the child's card will be issued immediately.
  2. Children presenting pre-signed registration forms without an address will have their cards mailed.
  3. Children with multiple guardians can be issued only one card and must use their primary residence.
  4. The library may authorize teachers to hand out and collect applications in their classrooms and verify address information.
- E. Lodi area community groups and businesses may apply for an institutional borrower card. The organization's leader must complete the library card application form, supply identification, and provide a list of authorized individuals.
  1. All rights and responsibilities held by individual card holders will also be assumed by the organization.
  2. It is the responsibility of the organization's leader to inform the library of authorization changes.
  3. Information about the library record of institutional cardholders will be released only to authorized individuals of the institution.
  4. Institutional cards are issued for one year, with renewal available annually upon review and revision of the record's authorization list.
- F. The library may revoke a card if the patron misuses the card, if the incorrect registration information was supplied by the patron, or for other reasons deemed appropriate.

## II. Limited Cards

- A. At the director's discretion, any patron who abuses library card privileges may have their card temporarily restricted in the number of items which may be checked out at a time and/or the number of holds they may place.

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- B. Abuse by a minor's guardian may also result in the library temporarily restricting children's cards.

## III. Cardholder Responsibilities

- A. As stated on the library card application, cardholders are responsible (in the case of children, the guardian who signed the application is the responsible party) for material checked out using their library card, with or without the card holder's consent, unless the card previously has been reported to the library as missing.
- B. Once the library is notified of a missing card, the card is invalidated and barred from further use. Until the library is notified of a lost or stolen card, its owner is responsible for all use of the card and for fines or fees incurred.

## IV. Presence of Card

- A. Users must have a valid library card to access library materials. We prefer that a library card be used to check out library materials, because it ensures the most accuracy. But if a patron does not have a library card present, a valid driver's license or state issued ID will be allowed as a substitute. Most online library resources will require a login requiring a valid library card number.
- B. Library users may pay fines and fees for themselves and others without a library card or photo ID present, but no information except the dollar amount can be provided.

## V. Lending

- A. Standard loan periods apply to library materials, and special loan periods may be applied only under unusual circumstances (i.e., hospitalization, unavoidable absence) at the library director's discretion. Special loan periods are used sparingly.
- B. Standard limits are applied to all library cards for limits on number of items checked out and number of holds allowed.
- C. The library assumes no responsibility for damage or alleged damage to personal equipment while used in conjunction with library materials.
- D. Materials loaned to Lodi Public Library (i.e., OLL, outside borrowing) for patron use will fall under Lodi Public Library policies; however, borrowers also will be held responsible for any special assessments placed by lending institutions. Materials shared by other libraries is a privilege and repeated late returns affect the library's ability to serve patrons; therefore, outside lending fines are higher and consequences more extreme for failure to comply.

## VI. Fines and Fees

- A. Materials not returned by their due date will be assessed fines.
  - 1. No fines are assessed on days the library is closed.
  - 2. Blocks or bars to checkout may be enacted upon a library card for unresolved charges.

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3. Overdue items remain on the patron record until fully resolved.
4. Unpaid fines totaling more than \$50 may be submitted to a collection agency.
- B. The library assesses charges for items that are not returned (lost items) and for damages beyond normal wear that clearly occurred during the checkout term.
  1. Items are charged a lost/damaged fee based on the cover price of the item when it was new - even though the actual cost to the library may be less, this pricing standard aids in covering the invisible costs (i.e., acquisition, labels, reinforcement materials) of library circulation.
  2. Payment for lost/damaged items includes waiver of applicable overdue fines (no double-jeopardy).
  3. If charges are paid in full within 90 days of the damage assessment, the item becomes the patron's property except in cases of items with damages potentially posing a health or contamination risk (i.e., mold, insects), which will be immediately discarded and removed from the building.
  4. There will be no reimbursement for lost items after four weeks from the due date. Lost item reimbursements will not be issued for less than \$5.
  5. There is no reimbursement for parts missing charges if return is made more than four weeks from the original due date.
  6. Other libraries' items paid for at the Lodi Public Library will be reimbursed according to the owning libraries' policies and reimbursement will be made by the owning library.
  7. If it is discovered an item was lost or misplaced due to library error, charges will be cleared and appropriate refunds issued.
- C. Payment arrangements may be made at the director's discretion.
- D. Returned check fees will be added to a patron's record, along with the reinstatement of correlating fines/fees.
- E. Upon specific, written request from a patron and at the director's discretion, financial obligations to the library may be shared with a third party (i.e., executor, financial institution). Only a statement of fees will be reported with no further detail.

## VII. Notices

- A. It is the user's responsibility to be aware of due dates; that information is provided at checkout.
  1. Using the contact information in a patron's record, the library attempts to promptly notify users of overdue items, holds filled, and fines/fees assessed.
  2. It is solely the patron's responsibility to keep their contact information up-to-date to ensure successful notifications.
  3. Failure to receive a notice is not grounds for waiver of fines.

## VIII. Revision History

- A. Policy approved November 16, 2015 (Revision 0)

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- B. Policy revised November 21, 2016 (Revision 1)
- C. Policy revised June 17, 2019 (Revision 2)