

Shreve Memorial Library

Circulation Policy

- A patron must have a valid library card registration and be in good standing in order to check out items. It is preferred that patrons check out items with their library card, but staff may accept a facsimile from a mobile device or the physical version of the form of photo identification that was originally used to apply for library privileges instead.
- A patron is responsible for all materials checked out on his/her library card, unless he or she has previously reported the library card missing or stolen. Parents/guardians must agree to be responsible for items checked out on their children's cards; corporate and other entities must accept responsibility for items checked out on their corporate cards.
- The Library is not responsible for damages caused to a patron's equipment by materials checked out from the library.
- A patron must return materials on time or pay assessed overdue fines for materials which are returned late.
- A patron is responsible for payment of the replacement cost set by the library for items which are not returned.
- Failure to pay assessed fines, fees, or lost item charges may result in the borrower's card being blocked and library services restricted.
- Limitations are placed on the number of items which can be checked out on different types of library cards, and on the number of times items may be renewed.
- Parents have the responsibility to guide their children in the selection of circulating library items.

Circulation Procedures

I. Borrowing Privileges

A. The library will restrict borrowing privileges of patrons who:

1. Accrue more than \$5.05 in estimated unpaid fines and/or fees.

B. Patrons whose borrowing privileges have been restricted may not check out any additional library items or renew until they have returned the overdue items and paid the fines/fees (or have reduced their unpaid fines below the \$5.05 maximum.)

C. Other Limitations

1. Each patron may possess no more than 20 borrowed library items at any one time.
2. Special borrower's classifications have different limits:
 - a. **Temporary** borrowers have a limit of 5 items total and may not borrow inter-library loan items.
 - b. **Green Gold System** borrowers cannot make inter-library loan requests through Shreve Memorial Library. Inter-library requests must be made through their resident parish library system.

II. Patron's Selection of Circulating Items

A. Shreve Memorial Library provides three classifications of circulating items:

1. **Adult**-which includes all circulating items of the collection.
2. **Young Adult**-which includes all circulating items of the collection, except DVD-18 circulating item types.
3. **Juvenile**-which includes all circulating items marked with a 'J' (JPB, J428, J Fiction, JCD, etc.) usually shelved in the 'juvenile' section of the library. Included also are DVD-G circulating item types.

B. Parents have the basic responsibility to guide their children in the selection of circulating library items.

1. Parents are encouraged to accompany their children to the library as they select items for class assignments or recreational reading.
2. Any patron age 11 or older will be allowed to checkout any circulating items except DVD-18 circulating item types.
3. The library staff will NOT attempt to establish reading levels or appropriateness of the items. (This is the parent's responsibility.)

	LOAN PERIODS	RENEWALS	LIMITS	OVERDUE FINES	MAX OVERDUE FINE	LOST /IRREPARABLE CHARGES	DAMAGED
BOOKS - ADULT/YOUNG ADULT	2 weeks	2		\$0.05 per day	\$3.00 per item	Cost or \$40.00	Cost.
BOOKS - JUVENILE	2 weeks	2		\$0.05 per day	\$1.00 per item	Cost or \$20.00	Cost.
GOVERNMENT DOCUMENTS	2 weeks	2		\$1.00 per day	\$10.00 per item	Cost or \$40.00	Cost.
CDs - ADULT/YOUNG ADULT	2 weeks	2	5	\$0.05 per day	\$3.00 per item	Cost or \$40.00	Case \$3.00; Disc \$5.00
CDs - JUVENILE	2 weeks	2	5	\$0.05 per day	\$1.00 per item	Cost or \$40.00	Case \$3.00; Disc \$5.00
PLAYAWAY VIEW	2 weeks	1	2	\$1.00 per day	\$10.00 per item	\$100.00	Case \$5.99; Charger \$15.00; Lock \$1.00
PLAYAWAY AUDIO	2 weeks	2	5	\$1.00 per day	\$10.00 per item	Cost or \$19.99	Case \$3.99; Battery Cover \$0.59; Lock only \$1.00
PLAYAWAY BOOK PACKS	2 weeks	2	1	\$1.00 per day	\$10.00 per item	Cost of Items	Case \$7.00; Lock only \$1.00
MAGAZINES	2 weeks	2		\$0.05 per day	\$3.00 per item	Cost or \$5.00	Cost or \$5.00
DVD Series	2 weeks	2	3 of that type (General, 11, 18)	\$1.00 per day	\$10.00 per item	Cost or \$40.00	Case \$3.00; Disc \$5.00
DVDs	3 days	2	3 per type (General, 11, 18)	\$1.00 per day	\$10.00 per item	Cost or \$40.00	Case \$3.00; Disc \$5.00
ILL - BOOK	2 weeks	0	15	\$1.00 per day	\$10.00 per item	Cost or \$40.00	Cost.
ILL - VIDEO	3 days	0	10	\$1.00 per day	\$10.00 per item	Cost or \$40.00	Cost.
BOOK CLUB IN A BAG	35 days	2	2 bags	\$0.50 per day per bag	\$5.00 per bag	Cost or \$40.00	Cost.
SCI-PORT PASSES	7 days	0	1	0	0	Case \$3.00	Case \$3.00
LAUNCHPADS	2 weeks	1	1	\$1.00 per day	\$10.00 per item	Cost	Case \$7.99; Bumper \$8.99; Charger \$9.99; USB Cable \$7.99; Cracked Screen \$59.99
TOTAL ITEMS LIMIT			20 library items				

Circulation and Registration Policy

Adopted by Shreve Memorial Library Board of Control on 05-24-04.

Revisions by the Board of Control on 09-28-09; 03-26-12;

12-12-12; 09-23-13; 12-01-14; and, 06-08-15.

Revision of Procedures by Administration in July 2016.