

## **EMERY COUNTY LIBRARY SYSTEM CIRCULATION POLICY**

### **1. Policy Purpose**

- a. The Emery County Library System exists to serve the communities of Emery County and is based on the concept of sharing resources. The purpose of this policy is to set guidelines and limits on all items available for circulation and use at or through the Emery County Library System as well as to set expectations for patrons' use of items and property owned by the library system. All patrons are encouraged to remember that they are using items and property owned by the community and to treat the items with the care and respect due, which will allow other citizens to have the same access to the items and property in the future.

### **2. Registration**

- a. All patrons wishing to borrow circulating items from any of the libraries that are part of the Emery County Library System must have a valid Emery County Library card. Please see the *Emery County Library System Library Card Policy* for more information regarding procuring an Emery County Library card, user's agreement, renewing cards, etc.

### **3. Library Card Use**

- a. Each cardholder must present his/her own Emery County Library card to check out items and make charges against his/her account. In the absence of the library card, the library staff may accept the cardholder's valid, government-issued ID that corresponds with the information on file for the cardholder's account. Persons shall not check out items and/or make charges against another cardholder's account. The following list are exceptions that may be made at the discretion of the library staff.
  1. A parent/legal guardian/responsible party may check out items on his/her child's account without the child being present as long as the parent/legal guardian/responsible party's library account is in good standing.
  2. A cardholder with an account that has been linked to another cardholder's account by the library staff may check out items that are on hold for the other patron without the patron to whom the items are being checked out being present.
  3. A cardholder who is not capable of coming to the library to check out items may send another person to check out items for him/her if the cardholder has made arrangements with the library staff for said person to check out items on his/her behalf. (The library staff may refuse to check out items on another patron's card if the library staff does not have a good faith belief the person checking out the items is doing so at the behest of the cardholder.)

### **4. Loan Periods, Circulation Limits, and Renewals**

- a. The following information is a guideline for the loan periods and circulation limits on items owned by the Emery County Library System; items owned by other libraries may have loan periods and circulation limits that differ from those outlined in this policy. Loan periods and circulation limits may be altered at the discretion of the library staff based on past experience with a patron, community needs, and general circumstances. All cardholders should verify due dates with the library staff at checkout, refer to the check slip, or refer to their online account to determine the due date for each item checked out. (Please note that items can be due on different dates even when checked out at the same time.)
- b. Newly issued Emery County Library card accounts and cardholder accounts that have fallen out of good standing may be subject to circulation limits at the discretion of library staff.

**4. Loan Periods, Circulation Limits, and Renewals (continued)**

- c. The Emery County Library Director may establish the loan period for special collections, items that are temporarily in high demand, items added to the collection that are a new format, and any other class of items s/he deems appropriate.
- d.

| <b>LOAN PERIODS, CIRCULATION LIMITS, AND RENEWALS</b>          |                    |   |                  |
|--|--------------------|---|------------------|
| <b>Item Type</b>   | <b>Loan Period</b> | <b>Circulation Limit Per Cardholder</b> | <b>Renewals*</b> |
| AUDIO BOOKS<br>(BOOKS ON TAPE,<br>BOOKS ON CD, &<br>PLAYAWAYS) | 14 days            | 5                                       | 1                |
| BOOKS  | 14 days            | 15                                      | 1                |
| CHROMEBOOKS**  | 2 hours            | 1                                       | NO               |
| DVDS & BLU-RAYS  | 7 days             | 5                                       | 1                |
| FIRE TABLETS &<br>KINDLES                                      | 7 days             | 1                                       | NO               |
| INTERLIBRARY<br>LOANS  | VARIES             | 3                                       | VARIES           |
| PERIODICALS  | 7 days             | 10                                      | NO               |
| PLAYTIME PAD**   | 1 hour             | 1                                       | 0                |
| STORYTIME BAGS   | 7 days             | 1                                       | 0                |

\* Requests to renew an item may be denied at the discretion of the library staff based on holds, age of the item, etc.

\*\* These items are for in-library use only and may not be removed from the library during circulation. Failure to comply with this policy may result in fines and/or loss of privileges.

**5. Holds**

- a. Due to intermittent demand for items, the Emery County Library System allows cardholders to place holds on currently unavailable items that they would like to check out. A cardholder may place a hold on an item through his/her online library account or by contacting the library staff at the branch library where s/he typically checks out items to request a hold be placed on an item.

**6. Interlibrary Loan**

- a. It is the intention of the Emery County Library System to provide all cardholders access to the full collection regardless of location. A cardholder may request items be sent from a branch library to another branch library by utilizing his/her online library account, contacting the branch library where the patron typically checks out items, or contacting the branch library where the item is housed to request the item.

## **6. Interlibrary Loan (continued)**

- b. Library staff will assist the cardholder in gaining access to the requested item; however, due to the large distance between the branch libraries, there may be delays in transitioning items from one location to another. Cardholders are urged to plan accordingly.
- c. Interlibrary loaning is at the discretion of library staff. A loan request may be declined based on the age of the item, demand, and other factors.
- d. The Emery County Library System offers interlibrary loan services through the Utah State Library to assist cardholders in accessing resources not available through our libraries. Cardholders interested in this service should contact library staff for more information.

## **7. Overdue, Damaged, Lost, and Stolen items**

- a. It is the responsibility of the cardholder to return all items borrowed from and through the Emery County Library System in good condition to one of the eight branch library locations on or before the due date. Items not returned by close of business on the due date will be subject to overdue and/or replacement fines as well as non-refundable processing fees. Fines will continue to accumulate on all overdue items until the item is renewed, returned, or declared lost by either the cardholder or library staff. Items returned that the library staff determines have been damaged while checked out to the cardholder are subject to damage and/or replacement fines as well as non-refundable processing fees. It is the responsibility of the cardholder to report any damage done to a library item prior to the cardholder checking out the item or as soon as s/he discovers the damage to avoid being assessed a fine. Failure to timely report prior damage will result in the cardholder being assessed the full fee for the damage.
- b. Emery County Library System may send courtesy reminder(s) of overdue items; however, it remains the responsibility of the borrower to return items promptly. Non-receipt of an overdue notice does not exempt a patron from fines and/or other charges. It is the patron's responsibility to maintain his/her current mailing address (and email address) in his/her library record.
- c. Items not returned to the Emery County Library System by the sixtieth day following the due date will be deemed lost, and the cardholder will be assessed a replacement fine as well as non-refundable processing fees.
- d. Cardholders shall report the theft of any item borrowed from or through the Emery County Library System immediately. The cardholder will be assessed replacement cost(s) for the item(s) stolen as well as non-refundable processing fees.
- e. Cardholders are responsible for all fines and fees assessed as a result of the cardholder's failure to promptly return items borrowed from and through the Emery County Library System. Failure to return items borrowed from the Emery County Library System may result in the cardholder being prosecuted for the crime of Library Theft under Utah Criminal Code 76-6-803.30.
- f. Cardholders with accumulated fines and fees may be deemed as being out of good standing at the discretion of library staff and may be denied check out privileges until such time as the library staff deems the cardholder's account has been restored to good standing.

## **8. Fines, Fees, and Other Charges**

- a. To encourage the prompt return of items borrowed from and through the Emery County Library System, overdue fines are charged based on the item type.

**FINES AND FEES FOR LIBRARY ITEMS BASED ON ITEM TYPE**

| <b>Item Type</b>   | <b>Overdue Fine Per Item</b>                            | <b>Overdue Fine Maximum Per Item</b> | <b>Damaged Item Fine Maximum Per Item*</b>  | <b>Replacement Fine</b>   |
|--|---|--------------------------------------|---|---|
| AUDIO BOOKS<br>(BOOKS ON TAPE,<br>BOOKS ON CD, &<br>PLAYAWAYS) | 50 ¢ per day  | \$10.00                              | \$10.00   | cost to replace item<br>(including case)<br>+ \$10.00   |
| BOOKS  | 10 ¢ per day  | \$5.00                               | \$5.00  | cost to replace item<br>+ \$5.00  |
| CHROMEBOOKS**  | \$2.50 per<br>15 minutes                                | \$10.00                              | \$50.00   | \$200.00  |
| DVDS & BLU-RAYS  | \$1.00 per day  | \$20.00                              | \$5.00  | cost to replace item<br>+ \$5.00  |
| FIRE TABLETS &<br>KINDLES                                      | \$2.00 per day  | \$30.00                              | device = \$20.00<br>case = \$5.00<br>headphones = \$5.00<br>charging cable = \$5.00<br>charging cube = \$5.00 | device = \$40.00<br>case = \$10.00<br>headphones = \$10.00<br>charging cable = \$10.00<br>charging cube = \$10.00 |
| INTERLIBRARY<br>LOANS  | fine assessed by<br>lending library<br>+ \$1.00 per day | \$50.00                              | no maximum<br>(fine assessed<br>by lending library)   | cost to replace item<br>+ lending library fine<br>+ \$20.00   |
| PERIODICALS  | 10 ¢ per day  | \$2.00                               | \$1.00  | listed cost of item<br>+ \$5.00   |
| PLAYTIME PAD**   | \$2.50 per<br>15 minutes                                | \$10.00                              | \$20.00   | \$150.00  |
| STORYTIME BAGS   | 10 ¢ per day  | \$5.00                               | \$10.00   | replacement cost for all<br>components +<br>\$10.00   |

**9. Appealing Library Fines, Fees, and Other Charges**

- a. A cardholder may appeal library fines, fees, and other charges if s/he believes the fine, fee, and/or other charge was mistakenly assessed and/or extenuating circumstances warrant reduction and/or cancellation of the fine, fee, and/or other charge. In general, the reasons listed below will not warrant the reduction and/or cancellation of library fines, fees, and other charges.
  - i. lack of knowledge of Emery County Library System policies and procedures
  - ii. disagreement with library fine or fee structure
  - iii. inability to pay fees and charges
  - iv. items loaned to a third party
  - v. non-receipt or late receipt of library reminder notice
  - vi. returning items to non-Emery County Library System branch libraries
  - vii. being out of town
  - viii. forgetting the due date

**9. Appealing Library Fines, Fees, and Other Charges**

- b. To appeal a library fine, fee, and/or other charge, the cardholder shall complete Emery County Library System Library Fine, Fee, and/or Other Charge Appeal Form. The cardholder must file an appeal within 30 calendar days of the fine, fee, fine, fee, and/or other charge being assessed by submitting a completed copy of the Emery County Library System Library Fine, Fee, and/or Other Charge Appeal Form to library staff at the location where the fine was assessed or by mail it to the branch library.
- c. A decision will be made by the branch librarian within thirty days of receipt of the Emery County Library System Library Fine, Fee, and/or Other Charge Appeal Form. The cardholder filing the appeal will be notified by mail of the branch librarian's decision.
- d. A cardholder may appeal the branch librarian's decision by filing a Emery County Library System Appeal of Decision on Library Fine, Fee, and/or Other Charge Appeal Form with the Emery County Libraries Director. The cardholder must submit his/her appeal within two weeks of receipt of the branch librarian's decision. The cardholder may submit the appeal in person at the Emery County Administration Building at 75 East Main Street in Castle Dale, UT or by mailing the form to PO Box 476, Castle Dale, UT 84513. The card holder will be notified in writing of the Emery County Libraries Director's decision within weeks of receipt of the appeal.

**10. Adoption of Policy**

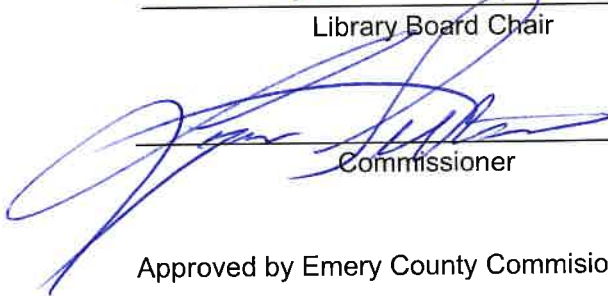
This Circulation Policy is hereby adopted on the 21<sup>st</sup> day of July, 2020 by the Emery County Library Board.

  
Library Director

07/21/2020  
Date

  
Library Board Chair

7/21/2020  
Date

  
Commissioner

07/21/2020  
Date

Approved by Emery County Commission on the 21 day of July, 2020.

**EMERY COUNTY LIBRARY SYSTEM  
LIBRARY FINE, FEE, AND/OR OTHER CHARGE APPEAL FORM**

**CARDHOLDER INFORMATION**

|                  |                            |   |             |
|------------------|----------------------------|---|-------------|
| LAST NAME        |                            | FIRST NAME                              | MIDDLE NAME |
| MAILING ADDRESS  |                            |   |             |
| PHYSICAL ADDRESS |                            |   |             |
| TELEPHONE NUMBER | BIRTHDATE (MONTH/DAY/YEAR) | UTAH DRIVER LICENSE OR ID NUMBER        |             |
| EMAIL            |                            | EMERY COUNTY LIBRARY SYSTEM CARD NUMBER |             |

**FACTS REGARDING LIBRARY FINE, FEE, AND/OR OTHER CHARGE**

|  |                       |
|--|-----------------------|
| TOTAL AMOUNT OF FINE, FEE, AND/OR OTHER CHARGE _____ | NUMBER OF ITEMS _____ |
|--|-----------------------|

TYPE OF ITEM(S) FOR WHICH FINE, FEE, AND/OR CHARGE ASSESSED:  AUDIO-BOOK    BOOK    CHROMEBOOK    DVD/BLU-RAY  
 FIRE TABLET/KINDLE    PERIODICAL    PLAYTIME PAD    STORYTIME BAG    OTHER \_\_\_\_\_

I am appealing the library fine, fee, and/or other charge assessed to my account for the reason listed below.

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I hereby attest to the best of my knowledge that the above information is true, accurate, and complete. I am aware that as a cardholder and patron of the Emery County Library System I agreed to be responsible knowing the due dates and returning all borrowed items in good condition by their due dates. I am aware that I am required to pay any fine, fee, or other charge that may accrue on my account. I am aware that overdue notifications are courtesies and failure to receive notice in no way relinquishes my responsibility to return items in good condition and pay any fines, fees, and/or other charges I may be assessed. I am aware that this form is an appeal and not a waiver of payment, and that there may be other policies not expressed on this form that apply to my circumstances.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

**STAFF USE ONLY**

|             |      |          |                    |   |
|-------------|------|----------|--------------------|---|
| RECEIVED BY | DATE | DECISION | DATE LETTER MAILED | DATE LETTER AND APPEAL SENT TO DIRECTOR |
|-------------|------|----------|--------------------|---|

**EMERY COUNTY LIBRARY SYSTEM  
 APPEAL OF DECISION ON LIBRARY FINE, FEE, AND/OR OTHER CHARGE APPEAL FORM**

| CARDHOLDER INFORMATION |                            |   |
|------------------------|----------------------------|---|
| LAST NAME              | FIRST NAME                 | MIDDLE NAME                             |
| MAILING ADDRESS        |                            |   |
| PHYSICAL ADDRESS       |                            |   |
| TELEPHONE NUMBER       | BIRTHDATE (MONTH/DAY/YEAR) | UTAH DRIVER LICENSE OR ID NUMBER        |
| EMAIL                  |                            | EMERY COUNTY LIBRARY SYSTEM CARD NUMBER |

| FACTS REGARDING LIBRARY FINE, FEE, AND/OR OTHER CHARGE |
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|  |                       |
|--|-----------------------|
| TOTAL AMOUNT OF FINE, FEE, AND/OR OTHER CHARGE _____ | NUMBER OF ITEMS _____ |
|--|-----------------------|

TYPE OF ITEM(S) FOR WHICH FINE, FEE, AND/OR CHARGE ASSESSED:   
 AUDIO-BOOK   
 BOOK   
 CHROMEBOOK   
 DVD/BLU-RAY  
 FIRE TABLET/KINDLE   
 PERIODICAL   
 PLAYTIME PAD   
 STORYTIME BAG   
 OTHER \_\_\_\_\_

I am appealing the branch librarian's decision regarding the library fine, fee, and/or other charge assessed to my account for the reason listed below.

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I hereby attest to the best of my knowledge that the above information is true, accurate, and complete. I am aware that as a cardholder and patron of the Emery County Library System I agreed to be responsible knowing the due dates and returning all borrowed items in good condition by their due dates. I am aware that I am required to pay any fine, fee, or other charge that may accrue on my account. I am aware that overdue notifications are courtesies and failure to receive notice in no way relinquishes my responsibility to return items in good condition and pay any fines, fees, and/or other charges I may be assessed. I am aware that this form is an appeal and not a waiver of payment, and that there may be other policies not expressed on this form that apply to my circumstances.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

| STAFF USE ONLY |  |  |  |
|----------------|--|--|--|
|----------------|--|--|--|

|             |      |          |                    |
|-------------|------|----------|--------------------|
| RECEIVED BY | DATE | DECISION | DATE LETTER MAILED |
|-------------|------|----------|--------------------|