

APPENDIX C

GARDEN CITY PUBLIC LIBRARY CIRCULATION POLICY & PROCEDURE

Garden City Library welcomes the use of our Library to all LYNX! Consortium members.

1. **ACCEPTED LIBRARY CARDS:** The Garden City Library accepts all cards from libraries who are members of the LYNX! Consortium, including Ada Community Library, Boise Public Library, Caldwell Public Library, Eagle Public Library, Hailey Public Library, Meridian District Library, Mountain Home Public Library, Nampa Public Library and Twin Falls Public Library.
2. **CARD IN GOOD STANDING:** To be able to use your card, the card must be in good standing. A card in good standing requires that there are no damage fees or replacement charges on the card and fines not in excess of \$9.99. If a patron has up to, but no more than \$9.99 in overdue fines on their library card, the patron may still use the computer lab and check out items from the Library. Once the overdue fines are \$10.00 or more, the patron may not do either until the overdue fine has been paid down to the \$9.99 limit.
3. **OBTAINING A LIBRARY CARD:** To obtain a library card from Garden City Library, the individual must show a picture ID **AND** current proof of residency (street address) within the boundaries of the Garden City, Boise, Eagle, Meridian, Star, Hidden Springs or Ada Community Libraries. Any individual who is younger than 18 years of age must have the signature of a parent or legal guardian in order to obtain a library card.
4. **NON-RESIDENT LIBRARY CARD:** Persons, with the exception of Garden City property owners, residing outside the boundaries of the Garden City, Boise, Eagle, Meridian, Star, Hidden Springs or Ada Community Libraries may obtain a Garden City Library card by applying for a non-resident card. They shall be required to pay an annual fee of \$50.00 per household. Each member of that household will be entitled to a card. The card each family member receives will be attached as an additional barcode to the one library record.
5. **NON-RESIDENT GARDEN CITY TAXPAYER:** Garden City property owners residing outside of Garden City may obtain a Garden City Library non-resident library card by showing a current tax receipt. The fee is then waived annually after a current tax receipt is presented.
6. **CORPORATE LIBRARY CARD:** Corporate cards may be issued to a Garden City business for work-related only. The agency, company or corporation shall be financially responsible for replacement cost and processing fees for any and all materials lost or damaged while on loan to its staff. An agreement to those conditions must be signed by an officer of the agency, company or corporation and a regular registration card must be completed in the name of the agency, company or corporation and must be renewed annually.

CORPORATE LIBRARY CARD AGREEMENT The Corporate Library Card Agreement should be on company letterhead including the address and telephone number. It should include the following:

I, OFFICER'S NAME, am signing this agreement on behalf of CORPORATION NAME, in order to authorize the creation of a "corporate library card" with the Garden City Library. I understand my agency will be financially responsible for replacement costs and processing fees for any and all materials lost or damaged while on loan to our staff. I understand this card is meant for our business use and not for personal use. I understand that only authorized users will present this library card to the Garden City Library for use.

Signed: CORPORATE OFFICER'S NAME

7. **TEMPORARY LIBRARY CARD:** If the individual applying for the library card is living at a temporary address (grandparents, aunt's, uncle's, etc. for which library tax district dollars are collected for Garden City Library) we may issue a temporary library card. A temporary library card expires in exactly two (2) months from the date of issue. A picture ID and proof of their current street address is still required. The temporary card may be renewed once after the patron shows their picture ID and proof of their current street address. The number of items checked out to a temporary card at any given time is limited to two (2). All other requirements for obtaining this card remain the same as obtaining a regular library card.
8. **Boise Bible School Library Card:** Student ID card will need to be shown along with proof of address. Privileges will be the same as a Garden City Resident card.
9. **PATRON FORGOT LIBRARY CARD:** If a patron forgot their library card, we will accept a photo ID, such as a driver's license or a student ID card, so long as the photo ID also displays their name. If a patron has neither, they may NOT check items out, but they may request the Library hold items for checkout for up to twenty-four (24) hours. If the patron does not return within that time to check out the held items, the items will be returned to the shelves.
10. **LIBRARY CARD RENEWAL:** Exactly one (1) year after a Garden City Library card has been issued, the card will expire. *All fines, overdue items, and blocks* must be cleared before any card may be renewed.
11. **LOST OR STOLEN LIBRARY CARD:** A lost or stolen library card must be reported to the Library immediately since the patron retains financial responsibility for the items checked out to that library card. The Library will assess a \$1.00 fee for replacing a lost library card.

12. CHECKOUT POLICIES:

Item Types	Loan Periods	GCPL Item Limits	GCPL Renewals	GCPL Fines/Day
Books	28 days	No Limit	1	\$.25
New Books	(Library's discretion) GCPL 14 days	No Limit	1	\$.25
Videos/DVDs (feature films)	7 days	6	1	\$ 1.00
Videos / DVDs (nonfiction)	14 days		1	
Videos / DVDs (series)	14 days		1	
Books on Tape / CD	28 days	10	1	\$.25
Music on Tape / CD	28 days	10	1	\$.25
Software	28 days	na	na	na
Magazines/Comics	7 days	No Limit	1	\$.25
Kid Packs	14 days	na	na	na
Holiday Materials	14 days	na	na	na
Reference Materials	0 days	na	na	na
Video Games	7 days	na	na	na
Pamphlets	28 days	na	na	na
GCPL MP3 Players	21 days	1	0	\$ 1.00

13. **RETURN POLICIES:** Any Garden City Library item may be returned at any of the LYNX! Consortium libraries, and vice versa, unless otherwise noted.
14. **ITEM RENEWAL POLICIES:** Garden City Library items may be renewed only once, as long as there are no holds on the item. This may be done in person, over the telephone or telecirc, and online. The new due date for each item is calculated from the date item is renewed, not from the date item was originally checked out.
15. **LOST ITEMS:** If any Garden City item is overdue for more than 30 days, it is automatically considered a "lost item." A fee totaling the cost of the item plus an additional \$5.00 processing fee for each lost item is automatically added to the patron's account. If the item is returned within 6 (six) months in good condition, the cost of the item and processing fee will be waived (or refunded, if payment was made) and you will be charged the maximum fine of \$10.00. If the item belongs to another library, the funds received in payment of lost item and its processing fee are forwarded to that library. Refunds are issued from the owning library.
16. **DAMAGED ITEMS:** If a Garden City item is returned to the Library significantly damaged due to misuse by a patron, the patron will be charged the cost for repair or replacement of the item plus a \$5.00 processing fee. If an item belongs to another library, that library is responsible for assessing the damage and processing fee.
17. **RETURNED CHECK CHARGES:** The Garden City Library will assess a \$26.25 charge on checks which are not honored by the bank on which they are written and are returned unpaid to the Library. Further, at the discretion of the Director, any such dishonored check may be turned over to a collection service as deemed appropriate and necessary to collect funds due and payable to the Library, and the patron will be held liable for additional charges assessed for costs of the collection service.

18. COLLECTION FEES: In the event that the Library has need to use the services of a collection agency to recover lost materials or outstanding fees/charges, a collection fee of \$10.00 (ten dollars) shall be added to the account and shall be paid in addition to any other fees/charges for fines, lost/damaged materials, or other charges which have been made to a patron's account. Collection fees **MAY NOT** be waived. Collection accounts are forwarded to the Library assessing the collection fee.

19. CLAIMS RETURNED: If a patron claims to have returned a Garden City Library item and the computer database claims the item is still out, a search request will be sent to participating Consortium libraries. If the search request is returned "not found", the status of the item may be changed to "claims returned." The item will be searched for by the staff once each month over a six month period. If the item is not found, a note will be entered in the patron's record, and the item is removed from the database. After two unresolved incidents, the "claims returned" option is no longer available to the patron and use of the patron's card may be restricted.

20. OVERDUE FINES AND OTHER FEES:

ITEM TYPE	GRACE PERIOD	FINE PER DAY OR MAXIMUM FINE (\$10.00)
Books	1 day	25 cents per day
Audio books (tapes & CDs)	1 day	25 cents per day
Music CDs	1 day	25 cents per day
Video / DVD (non-fiction)	1 day	\$1.00 per day
Video / DVD (fiction)		\$1.00 per day
Magazines / Comics	1 day	25 cents per day
MP3 Players	1 day	\$1.00 per day

(Adopted 7-11-07, Revised 12/12/07, Revised 8/5/09 Garden City Library Board of Trustees)