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## 100.01 - Circulation

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### Statement of Purpose

The Haxton Memorial Public Library will serve all residents of the community and the public library system area.

### Services of the Library

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community.

The library will endeavor to:

- Select, organize, and make available books and materials.
- Provide guidance and assistance to patrons.
- Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
- Cooperate with other community agencies and organizations.
- Secure information beyond its own resources when requested using interlibrary loan and other resource sharing methods.
- Lend to other libraries upon request.
- Maintain a balance in its services to various age groups.
- Cooperate with the school and other libraries.
- Provide service during hours which best meet the needs of the community, including evening hours.
- Continuously review library services being offered.
- Use media and other public relations mechanisms to promote the full range of available library services.

The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal or disruptive conduct on library premises.

### Customer Service

All patrons can expect:

- To find the library and facilities clean, tidy and in good repair.
- To find staff in visible locations available to assist them.
- To be treated courteously and respectfully.
- To receive knowledgeable and professional service.
- To have their privacy respected.
- To have open access to library resources.

## **Patron Confidentiality**

Library records, which contain names and other personal identifying details regarding the users of the library shall be confidential and shall only be disclosed upon request or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute.

## **Law Enforcement Inquiry**

If presented with a court order for confidential information, staff will:

- Obtain identification and contact information of the agent or officer presenting the document.
- Refer matter to the Library Manager.

## **Lending Rules**

### **Registration**

All borrowers must be registered and must have a valid local or system patron card to borrow library materials. Identification is required. A driver's license or student ID is preferred, however, any other official ID or recent non-personal piece of mail may be acceptable. Materials cannot be checked out until a library card is issued. All library cards expire after 2 years. In order to renew a library card, patrons may be asked to produce identification.

### **Lost or Forgotten Cards**

If a patron loses his/her library card, he/she should notify the library as soon as possible and request a replacement. All patrons are expected to bring their library card with them if they intend to check out items.

### **Loan Periods**

- Three weeks for books, periodicals, stem kits, audiobooks, DVDs and compact discs.
- Interlibrary loans are due the date indicated by the lending library.
- Books may be renewed twice if there is not a waiting list for the title.
- Excursion passes (e.g. Rochester Museum and Science Center) will be limited to a maximum of three days with no renewal.

### **Holds for Library Materials**

Holds may be placed by patrons either online, in person, or over the phone. Patrons will be notified when the materials are available. There is no charge to the patron for placing a hold or for interlibrary loan services. Excursion passes will be available on a first come first served basis.

### **Fines and Charges for Overdue or Damaged Materials**

No fines will be charged for overdue materials owned by the Haxton Memorial Public Library. Fines will still be collected for other libraries in the NIOGA system based on their policies. Patrons will be charged for lost or damaged materials. If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. A notice of these charges will be sent to the borrower.

## **Non-Resident Borrowing**

- Non-resident students who attend school within the library district will receive a one-year card upon producing evidence that they attend school in the district (such as a valid student ID).
- Non-residents working in the school district are entitled to a one-year card upon furnishing a driver's license or another valid form of ID. They will need to apply yearly for a renewal.
- Non-residents who own property within the borders of the Oakfield-Alabama School District are entitled to a card that is valid as long as they continue to own property in the district.
- Other non-residents may be issued a card for a 3-month period with no charge.

**Adopted: September 16, 2024**

Reviewed:

Revised: