Baldwin City Library Date: 9/27/2017

Baldwin City, KS

SUBJECT: **LIBRARY CIRCULATION POLICY**

Libraries participating in a regional system of cooperating libraries shall permit any citizen of the territory comprising the system to borrow materials or receive services without charge, subject to reasonable library rules.

1. **Library cards:**
	1. Cards may be issued to all persons at the age of six.
	2. Lost or damaged patron cards may be replaced for $1.00
2. **Loan Periods:**
	1. The loan period for books, audio books, games and music CDs is two weeks.
	2. The loan period for DVDs is one week.
	3. The loan period for magazines is one week.
	4. No item marked Reference will be loaned. If the material can be photocopied, there would be no charge for up to five sheets.
	5. Older World Book Encyclopedia volumes may be checked out for one week.
3. **Borrowing Limits:**
	1. Juveniles (patrons under 14 years of age) will be limited to a maximum of five books out at any time.
	2. Adults will be limited to a maximum of 50 items.
	3. DVD checkouts are limited to a maximum of three per household.
4. **Renewal Periods:**
	1. One renewal of regular loan period may be made on books, videos, DVDs, CDs, and magazines for which there is no waiting list.
	2. Books with waiting lists may not be renewed.
	3. Renewals are accepted in person, by proxy, online, or over the telephone. (785-594-3411).
5. **Hold Periods:**
	1. Pending hold expire in 90 days.
	2. Ready holds expire 7 (seven) days from the notification of the patron.
6. **Fine amounts:**
	1. The fine amount for books, magazines, audio books, games and music CDs is $.05 per day, maximum $3.00 each item.
	2. The fine amount for a DVD is $1.00 per day, maximum of $5.00 each item.
	3. Charges begin on the day after the material is due and include the day the material is returned but will not include Sundays and holidays or days that the library is closed.
	4. Items placed in the drop box after closing will be counted as returned on the following day and will be one day overdue.
	5. Anyone who owes the maximum fine amount ($10.00 total) will be denied the privilege of borrowing library materials until the total amount is paid.

**CIR- 1**

Baldwin City Library Date: 9/27/2017

Baldwin City, KS

SUBJECT: **LIBRARY CIRCULATION POLICY**

* 1. A book will be declared lost if it is overdue by three months. The replacement price of the book will be added to the patron’s fine balance and the book will be marked lost in the on-line catalog. The amount added will be determined by the book’s price on Baker & Taylor or a comparable vendor.
1. DVDs should be wrapped in a bag or secured with rubber bands when returned at the drop box.
2. Patrons must pay replacement costs for lost or damaged materials.
3. Patrons may be denied borrowing privileges in cases where they do not cooperate with library policy.

**CIR - 1**

Baldwin City Library Date: 9/27/2017

Baldwin City, KS

SUBJECT: **AUDIO VISUAL EQUIPMENT LENDING GUIDELINES**

1. **GUIDELINES FOR LENDING EQUIPMENT**
	1. Each piece of equipment is to be issued a checkout card and is to be checked out in the same manner as other library materials.
	2. Items can be borrowed for overnight or longer at the librarian’s discretion.
	3. Patrons wishing to borrow equipment must make a $20.00 deposit which is to be refunded, less any overdue time, upon return of the item borrowed in good condition. It is the responsibility of the person working in the library to check the equipment to ensure that it has been returned in good condition.
	4. The borrowing patron is responsible for the equipment borrowed during the time it is in his possession. Should it be lost, stolen or damaged, the patron is responsible for all repair or replacement costs. The replacement cost is noted on the checkout card.
	5. Overdue fines for audio-visual equipment are set at $1.00 per day and can accumulate to the replacement cost of the item borrowed.
	6. Any patron of Baldwin City Library may borrow audio-visual equipment providing that they:
		1. Hold a current valid Baldwin City Library Card.
		2. Have parental signature if under 18 years of age.
		3. Have no outstanding library fines.
	7. Borrowing privileges of equipment can be denied on the basis of failing to meet any of the above criteria.

**CIR - 2**

Baldwin City Library Date: 3/26/19

Baldwin City, KS

The Baldwin City Library Board of Trustees expects the following to be of highest priority for all library employees.

* Strong public service attitude and the ability to relate to and communicate with all patrons
* Thorough knowledge of literature, library reference methods and procedures
* Ability to maintain accurate files and records
* Ability to use automated systems, especially Microsoft Office products
* Initiative, creativity, flexibility, resourcefulness, and good judgment
* Writing and communication skills
* Work well in team situations
* Prioritize and manage time effectively

**STF - 3**