

## V. Library Users Policy

### 5.1 Welcome

Sitka Public Library welcomes people of all ages, ethnic and cultural backgrounds, and socio-economic levels to use its collection, resources, and services.

### 5.2 Entitlement

Sitka Public Library is a limited public forum open to everyone. While each person has the privilege to use the Library facilities, services and resources, everyone is expected to be courteous and not interfere with the ability of others to use and enjoy the Library. As a courtesy for the enjoyment of everybody in the Library, staff request firearms not be brought into the building. Refer to Code of Conduct 5.7.

### 5.3 Account Eligibility

#### **PURPOSE**

To ensure the Sitka Public Library provides the highest level of access to information through multiple avenues while maintaining strong stewardship of library materials & services.

#### **POLICY**

#### **ACCOUNT TYPES**

1. PERMANENT RESIDENT ACCOUNT – 2 YEAR EXPIRATION – Full borrowing privileges
  - A. Residents of the City and Borough of Sitka and their dependents.
  - B. Youth under the age of 18, provided that parents or guardians accept responsibility for activity on their minors' account.
2. UNVERIFIED TEMPORARY ACCOUNT – 1 YEAR EXPIRATION – Limited borrower privileges
  - A. Sitka residents without a permanent residence may be issued a limited account.
  - B. Youth without accepted parental responsibility of use.
3. NON- PERMANENT VISITOR ACCOUNT – 6 MONTHS – Limited borrower privileges
  - A. Adults and youth that do not reside in the City of Sitka but will be here for longer than 28 days.

Sitka Public Library will checkout to any member in good standing of the Alaska Library Catalog (ALC).

#### **Registration Requirements**

1. PERMANENT RESIDENT ACCOUNT
  - A. Valid picture identification and proof of address within the City and Borough of Sitka for adults.
  - B. The signature of a parent or guardian is required for persons under the age of 18 to acquire a borrower account.
2. UNVERIFIED TEMPORARY ACCOUNT
  - A. Adult must provide a valid picture identification.
  - B. Youth must know their address, phone number, and parent or guardian's name.
3. NON-PERMANENT VISITOR ACCOUNT
  - A. Valid picture identification and proof of address for adults.
  - B. Signature of parent or guardian who meets eligibility requirements and assumes financial responsibility for items is required for youth borrower accounts.

Procedures will be established for what are acceptable forms for proof of address.

The signature of a parent or qualifying guardian is required for persons under the age of 18 to acquire borrowing privileges. The signing adult must also meet the same registration requirements to get a library card. Parents or guardians who sign for a minor's library card accept financial responsibility for items borrowed with that card, as well as any fines or fees incurred with it.

Minors may acquire limited borrowing privileges without a parent or guardian signature if they can provide the required information. See unverified temporary account.

## **5.4 Circulation Policy - Borrowing**

### **PURPOSE**

The Sitka Public Library strives to provide patrons with the fullest possible access to library materials and services. The intent of this policy is to enhance access for our public and to clarify loan periods.

### **POLICY**

1. To check out material, a patron must be a registered borrower in good standing with the ALC.
2. Checkout loan periods
  - Books – 28 days
  - CDs – 28 days
  - Audiobooks – 28 days
  - DVDs – 7 days
  - Magazines – 7 days
  - Projector – 2 days
  - Projector screen – 2 days
  - ALC loan period is determined by owning library
3. Renewals
  - An item may be renewed 1 time
  - An item is eligible for renewal except when on hold for another patron or if owned by another library whose policy does not allow renewal
4. Borrowing Privileges with Alaska Library Catalog
  - The Sitka Public Library has a reciprocal borrowing agreement with the ALC
  - Materials from participating ALC libraries may be returned to any participating ALC library
  - Registered borrowers are responsible for all fines and fees on library materials from ALC libraries as set by each library's policies
  - Registered borrowers disputing the return of items and fines or fees must contact the owning library directly

## **5.5 Borrower Responsibilities:**

A registered borrower agrees to:

- Observe library policies while in the building

- Be responsible for all materials checked out on his or her card
- Return all materials on time and in good condition
- Pay any fees on materials lost or damaged

## **Fees for Lost and Damaged Items & Overdue Fines Policy**

### **PURPOSE**

To ensure that the quality and size of the collection is maintained in accordance with the library's mission and in concert with the Collection Development Policy.

### **RESPONSIBILITY**

When a library item has been lost, stolen or irreparably damaged, it is the responsibility of the account holder (or the parent or legal guardian in the case of a minor) to pay the replacement fee.

### **POLICY**

- Items 28 days overdue will be considered lost, and a replacement fee will be charged to account
- Overdue equipment will accrue fines and be charged to account
- Bills may be paid through patron's online account or in person at the library
- **The Library does not accept substitute items for lost, stolen or irreparably damaged materials**
- Materials borrowed from the ALC are subject to the owning library's fines and fees

Procedures will be established for the handling of items that are:

- Lost
- Damaged
- Returned with parts/pieces missing

### **5.6 Loss of Loan Privileges:**

- Library privileges may be suspended if a registered borrower exceeds card limits on items checked out, fees due or items overdue
- Unpaid fines/fees of \$20.00 or more will result in a block on the borrower's account