

# CIRCULATION POLICIES

## Screven County Library

Headquarters Branch of the Screven-Jenkins Regional Library System

106 South Community Drive

Sylvania, Georgia 30467

912-564-7526

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The Screven-Jenkins Regional Library System is a PINES member library\*. PINES is Georgia's public library automation and lending network for 281 public libraries and affiliated service outlets in 143 counties. Your PINES card may be used at any PINES library. It may not be used at libraries that are not PINES members. A patron must present a card in good standing to borrow materials.

PLEASE KEEP THIS INFORMATION FOR FUTURE REFERENCE. IF YOU HAVE ANY QUESTIONS CALL (912) 564-7526 or (478) 982-4244.

**THE LIBRARY MAY OCCASIONALLY UPDATE OR CHANGE CIRCULATION POLICIES AS THE NEED ARISES. PLEASE CHECK AT THE CIRCULATION DESK FOR A CURRENT COPY OF OUR CIRCULATION POLICIES.**

## **A. WHO MAY APPLY FOR A PINES LIBRARY CARD**

PINES library cards are free to all residents of Georgia. Persons who attend school, own property or are employed in Georgia are eligible for a free PINES card. Property owners who do not reside in Georgia may be required to show proof of ownership, such as a tax bill or deed. Persons employed in Georgia or attending school in Georgia may be required to show proof of employment or enrollment.

There is no minimum age for a child to receive a PINES card. A parent or legal guardian may register a child under the age of 18. The parent or guardian must show proper ID to register a child.

Out-of-state cards are available to persons living outside Georgia who do not meet the above criteria for a \$25.00 annual fee; payable at the time the card is issued.

Persons who will be in Georgia for less than 6 months, and reside outside Georgia, may be issued a temporary card. Privilege limit is 6 months. Privilege fee is \$12.50, ½ the fee charged for out-of-state cards. This card carries limited borrowing privileges. Temporary cardholders may check out up to 5 items simultaneously.

## **B. HOW TO APPLY FOR A LIBRARY CARD**

1. Applicants for a library card must complete and sign an application form, available at the circulation desk. Parents or guardians of children under the age of 18 must sign their child's application. Signing a PINES card application denotes acceptance of responsibility for lost or damaged materials. Signing an application denotes acceptance of responsibility for any fines incurred on the card.
2. An applicant for a new card is required to provide proper ID, which includes current local address. Acceptable ID for receiving a PINES card (3 choices):
  - a. Photo ID showing current local address, OR
  - b. Photo ID and one item from approved list (see below) showing current, local address (if photo ID does not have correct address), OR
  - c. TWO (2) items from approved list showing current, local address. Acceptable ID includes valid driver's license, valid voter registration card, checks with pre-printed addresses, a utility bill, tax receipt or other piece of mail that shows the user's name and present address.

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\* PINES stands for Public Information Network for Electronic Services.

3. A parent or guardian with a suspended card, due to fines, overdues, and/or lost materials cannot sign as the responsible person for a child. The other parent may not sign either, even if his/her record is clear, until the parent with a bad status clears his/her record. If the child of a parent with a fine balance already has a card in good standing, he/she will still be allowed to retain checkout privileges provided he/she maintains a good status. A single custodial parent in good standing may sign for a child's card regardless of the other parent's standing.
4. An applicant whose privileges are suspended in another library within the PINES system is not eligible for a card through this facility.
5. There is a replacement fee of \$2.00 for a lost library card.
6. Acceptable ID for a PINES replacement card is:
  - a. Photo ID showing current local address, OR
  - b. Photo ID and one item from approved list (see below) showing current, local address (if photo ID does not have correct address), OR
  - c. TWO (2) items from approved list showing current, local address. Acceptable ID includes valid driver's license, valid voter registration card, checks with pre-printed addresses, a utility bill, tax receipt or other piece of mail that shows the user's name and present address.

#### C. RENEWING A LIBRARY CARD

1. Library cards will expire after two years. At the time of expiration, patrons will be required to reapply by completing a library card application (this includes proof of current mailing address).
2. A library patron must be in good standing to renew a library card. Patrons with suspended privileges due to fines, overdues or lost materials will not have their library privileges renewed until their record is clear.

#### D. CHECK OUTS

1. **A PINES card will be required for all transactions.**
  - a. Patrons are allowed to present a scannable electronic facsimile of the PINES card on a hand-held device, (such as smart phones and tablets). Staff must confirm the patron's identity by asking for a key piece of information from the patron record. Name, phone number, email address, street address, or date of birth would be acceptable.
2. The person whose name appears on the card must be present in order to check out materials.
3. There is a \$2.00 fee for replacing a lost card. A patron must present a card in good standing to borrow materials.

#### E. COMPUTERS

1. Computers must be checked out on your library card. You may not use anyone else's card.
2. Computer Checkout is for 1 hour. There are no renewals. However, after the one-

hour period is over you may continue to use the computer until another patron needs it.

3. If you are asked to give up a computer after your one-hour period is over, you must wait until a computer is no longer in use before you may check it out. **If computer use is heavy you may not be able to get back on a computer.**
4. Failure to return the checkout card to the circulation desk will result in a \$1.00 fine. **The replacement fee for lost checkout cards is \$1.00.**

## F. CIRCULATION PERIODS

1. **One-hour:** Library computers circulate for one hour. If no one else is waiting to use a computer the time may be extended.
2. **Overnight:** Slide projector, cassette recorder, film projector, overhead projector and other equipment circulate overnight. **NO RENEWALS.**
3. **7-Day:** DVDs and videos circulate for seven (7) days. In addition, some books for which there is a high demand will be placed on 7-day circulation only for that period that the demand remains high. **NO RENEWALS OF 7-DAY MATERIALS.**
4. **14-Day:** All other books, audiobooks, CD-ROMs, children's read-alongs, kits and magazines circulate for a period of 14 days. Fourteen (14) day materials may be renewed twice provided another patron has not requested them. **MATERIALS MAY BE RENEWED IN PERSON OR BY TELEPHONE.**
5. **28-DAY:** Teachers may request a 28-day circulation period for books that will be used to support classroom activities only. Other materials will circulate for the periods listed above. This circulation period must be requested at time of checkout. **THESE BOOKS MAY BE RENEWED TWICE BY TELEPHONE OR IN PERSON.**

**REFERENCE MATERIALS DO NOT CIRCULATE. THESE MATERIALS MAY BE USED IN THE LIBRARY ONLY.**

## G. CHECK-OUT LIMITS

- AUDIOBOOKS, AUDIOTAPES AND MUSIC CDS - 15 items
- BOOKS - 50 items
- CD-ROMS - 15 items
- CHILDREN'S READ-ALONGS - 15 items
- DVDS AND VIDEOS - 15 items
- TEMPORARY CARD STATUS - 5 items
- TEMPORARY OUT-OF-STATE STATUS - 5 items

## H. HOLDS

1. Any item in the library's collection except DVDs and videos may be held on a first-come, first-served basis.
  - a. An item will be held for a maximum of three (3) working days after the patron

has been notified that it is available. If it is not picked up during that period, it will be given to the next person on the hold list or again be made available for general circulation. When more than one name is on the hold list for a particular item, it will be offered to each patron in the order in which the requests were placed.

- b. When a patron cannot be contacted for three consecutive working days, the item will be offered to the next patron's name on the hold list and the first patron's name will be placed at the end of the list.

**2. DVDs and videos CANNOT be renewed or placed on hold.**

- 3. A maximum of 50 active holds will be permitted per card.

**I. INTERLIBRARY LOANS**

The library lending the material to us will determine the circulation period for materials received through interlibrary loan. Interlibrary loan materials are given a 14-day checkout period and are generally allowed one renewal unless the lending library specifies otherwise.

Patrons will be charged a \$2.50 fee per interlibrary loan request. This fee is to cover the postage and handling costs incurred by the library. The \$2.50 fee is to be paid at the time the request is made and is refundable for those materials, which cannot be obtained.

Charges for photocopied materials will be determined by the lending library. The patron will be responsible for these charges.

**J. OVERDUE FINES**

- 1. Fines for overdue materials will be assessed as follows:

- a. All books and magazines: \$0.20 per day per item, to cost of material.
- b. Audiobooks, CDs, kits and read-alongs (book/cassette packages): \$0.20 per item or kit, to cost of material. There will be a \$1.00 per item fee for any item of this type that is placed in the outside drop box.
- c. DVDs and Videos: \$0.50 per day to cost of material. There will be a \$1.00 fee per tape for videos that need rewinding. There will be a \$1.00 per item fee for any item of this type that is placed in the outside drop box.
- d. Equipment: \$1.00 per day with no limit on fine. Equipment must be returned to the circulation desk.

- 2. Patrons with overdue materials will not be able to check out additional materials or equipment until all materials are returned and/or fines paid.

- 3. The fine for an overdue item will not exceed the cost of the item.

- 4. Patrons who must pay fines as high as the cost of the item may NOT keep the item.

**K. OVERDUE NOTICES**

- 1. Overdue notices are sent as a courtesy from the library. Not receiving overdue notices does not exempt patrons from the responsibility for returning library materials

or overdue fines.

2. Overdue notices are generated and mailed centrally. Three notices will be sent. First and second overdue notices are sent via e-mail to those patrons with e-mail addresses in their PINES records. The final overdue notice is always sent via United States Mail to the mailing address the patron listed on their application form.
  - a. The first overdue notice is generated at 7 days past the due date of an item.
  - b. The second overdue notice is sent at 14 days past the due date of an item.
  - c. The final notice, which assesses the replacement cost of overdue materials, is sent at 30 days past the due date of an item.
3. Patrons who have not settled their accounts with the library after receiving a third overdue notice will be referred to Unique Management Services (UMS). UMS is an agency which specializes in material recovery services and works exclusively with libraries. If the patron is a minor the person listed as the parent/guardian on the minor patron's record will be the person responsible for the account and the person who will be reported to the credit agencies if necessary.
4. Patrons with \$25.00 in unpaid overdue fines after returning overdue materials will also be referred to UMS.
5. Patrons referred to UMS will have a \$10.00 fee added to their patron's account to cover the cost of the collection service.
  - a. UMS will mail two letters and attempt to contact the patron by phone.
  - b. If the patron does not settle their account a final notice will be sent.
  - c. Thirty days after the final notice is sent, if the account is still unresolved, UMS sends a negative report on the patron to the credit reporting agencies.

## **L. LOST MATERIALS**

1. When a patron loses library material, the replacement cost of the material, plus a processing fee of \$5.00, will be assessed to the patron's card.
2. Donations of materials (new or used) will not be accepted in lieu of the replacement cost of the lost material.

## **M. REFUNDS FOR LOST MATERIALS**

If lost material is found and returned within one (1) year of payment, a refund of the paid replacement value, minus the overdue fines which have accrued and minus the processing fee, will be given. Before a refund is made the library staff will determine whether the material is in acceptable condition for return. The library will issue a refund check to the patron via U. S. Mail. The refund check will be payable to the library cardholder on whose record the material was circulated.

## **N. DAMAGED MATERIALS FEES**

1. The fees for partial damage materials will be assessed by the Circulation Desk Manager or a Librarian.

2. Fees for damaged materials that must be withdrawn from the library collection will be assessed at the replacement cost plus the \$5.00 processing fee.
3. Donations of materials (new or used) will not be accepted in lieu of the replacement cost of the damaged material.

#### **O. DEPOSITS AND OTHER FEES**

1. Deposits, not to exceed the replacement value of the item, may be required on "high risk" materials, e.g.: Armed Forces and GED Study Guides. Deposits are forfeited if the item is overdue 45 or more days.
2. There will be a fee of 25 cents to replace damaged barcodes on materials.

#### **P. RENEWALS**

Any item in the library's collection with a 14-day circulation period, which is not on a hold list, may be renewed. These materials may be renewed twice. Materials may be renewed in person or over the telephone, but when renewing by telephone the patron should have the item(s) at hand so as to provide the date the book was due, the title, and the barcode number. **Equipment or materials that circulate overnight or seven (7) days may not be renewed. This includes DVDs and videos.**

#### **Q. INTERNET**

Patrons must read and agree to abide by the library's Internet Acceptable Use Policy before using this service. Parents or guardians must sign an Internet disclaimer in person at the circulation desk before children under 18 will be allowed to use the Internet. Please read the Internet Acceptable Use Policy for more information about this service.

#### **R. MY ACCOUNT**

Library users will be given a PIN upon registering for a PINES card. PINES policy indicates that PINs may only be given in person at a PINES library, upon presentation of appropriate ID. PINs may not be obtained via telephone or e-mail.