



PRAIRIE RIVER LIBRARY DISTRICT

CIRCULATION POLICY

Prairie-River Library District

Mission

To enrich lives and strengthen communities through universal access to information and services.

Introduction

Prairie River Library District offers the same access, services, privileges, responsibilities and fees to all Valnet library cardholders regardless of age, gender, gender orientation, race, color, religion, religious creed, ability. As part of a larger library consortium, Prairie River Library District may apply circulation rules that differ from those of other partner libraries within the Valnet consortium while still in accord with mutually agreed upon rules and procedures.

A library card and its corresponding account is required to borrow physical and digital materials and access databases. All cardholders accept responsibility for any use of their library card including all items borrowed and charges incurred through the use of the card; informing the library of changes to name, address and other contact information; and agree to abide by library policies and procedures. A patron's account must be in good standing to borrow physical and digital materials and access databases. A patron account in good standing is one without fees greater than \$5.00, restricted due to overdue materials and/or damaged or lost items.

Devices that fall under the Prairie River Library District Device Borrowing Policy also require that patrons have an account in good standing for a minimum of three (3) months.

Eligibility Requirements

To obtain a library card at Prairie River Library District, a current form of photo identification and proof of address is required. A replacement card may be provided for a fee if a card is lost, stolen or destroyed.

A patron's physical address determines whether they reside within the Prairie River Library taxing district, a neighboring library taxing district or outside any library taxing district. Patrons within the Prairie River Library District qualify for a card, Patrons residing in a neighboring library district that is a member of the Valnet consortium are eligible for a library card, with their home library listed as the library where they reside. Patron's living outside of any library taxing district or in a non-Valnet member library taxing district are eligible for a Prairie River Library District card for an annual fee of thirty dollars (\$30).

Persons under the age of 18 must have their parent or legal guardian present with the requisite identification and proof of current address in order to obtain a library card. The parent or guardian's

account must be in good standing. The parent or legal guardian will be financially responsible for any and all items checked out to the minor as well as responsible for monitoring the use of the account.

Card Types

Library card types, other than adult, minor and out of area may be issued. Other card types may have additional requirements for use, including:

- **A No Fixed Address card** is appropriate for a patron who has photo identification, is living in temporary housing and does not have proof of address or a permanent address. This card provides access to two print materials only from the issuing library and does allow holds on materials. This card type expires in two months.
- **An Institution card** may be appropriate for an organization in which the institution agrees to assume financial responsibility for the use of the card and designates a representative to be the main contact person. A list of all authorized persons able to utilize the card is required as are any changes that may occur to the list. Photo identification may be required when using the institution card. Institutions with a library card will be responsible for all lost or damaged materials checked out on the card.

Usage

Patrons are encouraged to have their library card when visiting the library. If the card has been forgotten, current photo identification may be used to verify the identity of the patron. Library staff may also ask the patron to verify identity by confirming additional information on their account.

Lost or Forgotten Cards

If a patron believes their card to be lost or stolen, it is the patron's responsibility to inform Prairie River Library District of the missing card. Patrons are responsible for any material borrowed or charges on the account before the card is reported as lost to the library.

Loan Periods

The loan periods of library materials align with standard practices and are intended to maximize public access. Loan periods differ based on the type of material.

Fees

Prairie River Library District does not charge overdue fines for items returned after their due date. Other Valnet member libraries may charge fines for overdue materials. Failure to return borrowed materials or to pay assessed fees will result in the loss of borrowing privileges. Items kept forty-five days (45) past their due date will be considered lost and a replacement fee will be assessed to the patron's account. Failure to return materials or pay fees may also result in legal proceedings pursuant to § 33-2620, Idaho Code as amended from time to time. Uncollectible accounts may be sent to collections.

Damaged items will be evaluated by library staff and a replacement fee will be assessed. Fees for lost or damaged items may be paid at any Prairie River Library District location or any Valnet member library.

Prairie River Library District does not refund payments for lost items subsequently returned after a payment has been made. Replacement copies will not be accepted in lieu of payment for lost or damaged items. Fees may be waived in special circumstances at the discretion of the district.

Confidentiality

Confidentiality According to Idaho Code § 74-108(4) the following records are exempt from disclosure: “(3) The records of a library which, when examined alone, or when examined with other public records, would reveal the identity of the library patron checking out, requesting, or using an item from a library,” and define a confidential record. Per the library’s Confidentiality of Records policy, “no confidential library records shall be made available to the public, press, or a governmental agency except by such process, order or subpoena authorized by federal, state, or local law.” The library does, however, if a note has been placed on the library card holder’s account by the library card holder, allow those family members identified by the note to check out materials on hold for the patron. For patrons wishing to leave a note allowing caregivers to utilize their card to select and deliver items to them, a note stating their wishes must also be placed on the account by the patron. Access to other circulation records on the library card holder’s account will not be shared. Identification is required when checking these materials out for the patron not present

Access to Minor Accounts

Parents or legal guardians, while financially responsible for their minor child’s account, are also responsible for monitoring their child’s library use. In order to access their minor child’s circulation records, they are required to have the account barcode number, have the card in their possession or have an account attached to the child’s account as a guarantor. A parent or legal guardian may request to access the minor child’s information by verifying the child’s birthdate, address and current school if they do not meet the previously listed requirements.

Adoption date: June 25, 2019
Review date(s): January 28, 2020, September 24th, 2024