

Subject: CIRCULATION POLICY

Effective:

September 17, 2007; Revised February 25, 2008; Revised November 17, 2008; Revised May 21, 2012 with an effective date of July 1, 2012; Revised April 15, 2013 with an effective date of April 29, 2013; Revised November 21, 2016

Policy Objective:

To establish a policy regarding circulation procedures

Authority:

Board of Trustees of the Glendora Public Library

Library Board of Trustees Minute Order September 17, 2007

All questions arising from this policy are to be brought to the attention of the Library Board, if not resolvable by the Library Director

Assigned Responsibility:

Board of Trustees of the Glendora Public Library, Library Director and assigned staff

Procedures:

See attached regulations



CIRCULATION POLICY Glendora Public Library

Library Membership, Requirements and Responsibilities:

Membership is free. Information about activity on an account can only be given to the registered member. Refer to Library Administrative Policy 3.01, Patron Confidentiality, for more information.

- **Full-privilege** membership allows check-out of any item in the circulating library collections, access to online resources, and use of in-house Internet computers and laptops/tablets.
- **Limited-privilege** membership (online registration) allows access to online resources and use of in-house Internet computers only (laptops/tablets excluded).

Full-privilege membership requires photo identification with current residence address, such as:

- Current CA DMV Driver's License/Identification Card
- Current passport
- High School identification card

If the photo identification does not show current residence address, verification can be made using any of the following documents:

- Printed checks
- Car registration
- Mail postmarked within one month
- Rent receipt, escrow documents, utility bills, etc.

Full-privilege memberships are due for renewal every two years in order to verify current and accurate contact information. Current photo identification and proof of address will be required for membership renewals.

A full-privilege member is responsible for all materials checked out on her/his account and for payment of any fees. Any notification of overdue materials is provided as a courtesy. All fees, including fees for lost or damaged items, totaling \$2.00 or more must be paid in full to retain borrowing privileges. The Glendora Public Library is not responsible for damages to personal audio/video equipment incurred while using library audio/video materials. Refer to the current City of Glendora Master Schedule of Fees for Service for more information.

Limited-privilege membership (online registration) must be completed through the Library's online web catalog and does not require documentation.

Patrons may review their membership account and registration, renew materials, place holds and submit a change request online at www.glendoralibrary.org.

Library Membership Requirements, Minors:

Minors in 8th grade and below are eligible to receive a full-privilege membership with a parent, legal guardian or responsible adult's (hereafter, "parent") signature, identification, and proof of current address.

Minors in 9th grade and above are eligible to receive a full-privilege membership with a parent's signature, identification, and proof of current address or by providing their own identification and proof of current address (see requirement description above).

A minor living in a group or foster home may get a membership with verification confirming the responsible care taker. Examples include:

- Identification or verification papers from the group home
- Documentation on letterhead from the group home establishing responsibility
- Guardianship court papers

Other reasonable documentation that establishes financial responsibility for the minor will be considered.

Out-of-state Library Membership Requests:

Out-of-state visitors requesting a membership will be issued a card when providing proper photo identification from their home state and proof of local residency (i.e. hotel/motel bill or apartment rental agreement, etc.). An out-of-state membership will have a short-term expiration date relative to the documentation provided. Out-of-state visitors may request a Guest Pass for Express Internet computer use (limited to 20 minutes) without a membership.

Modifying Library Membership Account information:

California State law (CA Government Code section 6250 et seq.) prohibits the disclosure of a patron's library account or circulation record to anyone except the original applicant. Therefore, positive identification is required if changes or inquiries regarding an account are requested by the patron. Refer to Library Administrative Policy 3.01, Patron Confidentiality, for more information.

When a minor (8th grade and under) wishes to modify his/her account, the parent, as noted in the minor's account, must be present and provide identification and proof of current address (see requirement description above). Minors in 9th grade and above, who can show identification may modify his/her account without a parent. This is in accordance with Library's Administrative Policy 3.01, Patron Confidentiality.

Loan Periods, Renewals and Item Limits:

Library items are loaned for different checkout periods depending on demand, format, and size of collection. Renewals are available on most, but not all library materials.

3 weeks, plus one 3-week renewal:
3 weeks, no renewals:
1 week, plus one 1-week renewal:

All materials not designated "New"
All materials designated "New"
All DVDs/Videos, Software

Not renewable: items with holds, new formats.

Extended loan periods are available on renewable materials. This loan period is comprised of one (1) regular check-out period, plus one (1) renewal. Extended loan periods are only available by special request and must be done at the time of the original check-out.

Extended use fees, and other fines and charges related to circulation and library materials are established under City of Glendora Master Schedule of Fees for Service.

Approved and adopted this 21th day of November, 2016.

Ayes: 5

City of Glendora

Noes: 0

Board of Library Trustees

Absent: 0

Attest: Janet Stone
Janet Stone, Library Director

By: Patrick Hollanders
Patrick Hollanders, President