MCPHERSON PUBLIC LIBRARY

Circulation Policy

Updated by the Library Board in March of 2022

McPherson Public Library Cards

Eligibility

In order to borrow materials from the McPherson Public Library, library users (patrons) must register for a McPherson Public Library card. Cards are issued free of charge to all Kansas residents with proof of identification.

1. Applying for a Library Card

a. The library requires a valid photo ID in order to issue a card.

   Patrons must provide their full legal name, current address, and date of birth. College students, hotel residents, and long-term temporary workers will be asked to provide a permanent address. It is the responsibility of the patron to notify the library when their personal information has changed.

b. Patrons must sign the library card application indicating they are willing to accept responsibility for library materials checked out and information accessed on computer workstations with their cards.

c. When applying for a card, patrons under the age of 18 must be accompanied by a parent or legal guardian who must sign the application and provide proof of identification. Parents/legal guardians are responsible for materials checked out and information accessed on computers with their child's card. If the registration card is signed by an adult other than the parent or legal guardian, the borrower's card issued to the child will be a temporary juvenile card.

d. Patrons will receive a unique card and patron number and are encouraged to present the card in order to check out materials or access computer workstations. This ensures no one else is using the card or number, ensures accuracy and speeds the check-out process. Patrons without their cards may be asked to provide proof of identification by answering questions based on account information.

e. Patrons will be issued a confidential PIN (Personal Identification Number) with their library card which should be carefully guarded. This PIN allows patrons to access their library account on a library computer or online.

2. Lost or Stolen Cards

If a library card is lost or stolen, the patron should inform the library immediately so that the patron's account can be flagged to prevent any misuse.

Patrons are responsible for all materials checked out on their library card if the card is lost or stolen and not reported.

If a card has been reported lost or stolen, the patron must show a valid form of identification before cards are replaced and materials can be checked out again.

3. Damaged Cards

If a card is damaged due to heavy usage, the library will verify the patron's personal information and issue a new card at no cost.

4. Renewal of Library Cards

Library cards require renewal each year. Patrons will occasionally be asked to verify their address and other personal information. Library cards that have been inactive for three years will be removed from the system.

5. Use of Library Cards

Patrons are encouraged to present their own library card at the circulation desk to check out materials. After checking out library materials they will receive a receipt or an email listing the materials checked out and the date they are due back at the library. The library may send a courtesy reminder to patrons three days before materials are due.

When the due date falls on a holiday when the library is closed, or on a day when the library is closed due to bad weather or other unexpected circumstances, the loan period will be extended until the next day the library is open.

Patrons can keep their library accounts in good standing by:

- Returning materials on or before the due date in one of the 24-hour book returns located on the outside of the building.
- Adhering to the borrowing limits for all types of materials.
- Renewing items in person, by phone, or online prior to the due date.
- Keeping the amount of money owed below $5.00.

- Reviewing their accounts via the library's website using their Personal Identification Number (PIN).
- Keeping the library informed of changes in personal account information promptly.
- Keeping track of their accounts and letting the library know of any errors immediately.

A patron's account will be marked delinquent when items are overdue or money is owed. This status will not affect the ability to borrow materials from the library until the value of fines or materials totals $5.01 or more, at which point the account is blocked. An account may also be blocked when the patron information is no longer current. Once an account is blocked, all checkout privileges for that patron are suspended although patrons with blocked cards may still use the library and the public access computers. A card may be unblocked by paying the fine, returning/paying for lost materials or resolving the issue that caused the card to be blocked.

Patrons with blocked accounts may not use another patron's library card to check out materials.

Material Checkout

A loan period is the length of time that one patron may keep a specific item. A loan limit is the total number of items of a specific type or total value that any one patron may have on loan at one time. A renewal is an extension of the original loan period. Renewing library materials is a courtesy to patrons who have not completed their use of an item. An item cannot be renewed if holds have been placed on the item.

New library cards are active as soon as they are issued but new patrons will be limited to 5 items per checkout for the first month.

Items	Loan Periods	Renewable	Loan Limits	Overdue Fines
Print items	**3 weeks**	**Two Times***	**No Limit**	**No fines**
Audiobooks, DVDs and CDs	**3 weeks**	**Two Times***	**6 items per card per item type**	**No fines**
Toys	**3 weeks**	**Two Times***	**No Limit**	**No fines**
Technology Enhanced Materials	**1 week**	**No renewals**	**1 per card**	**$1.00 per day**
Book Club Books	**6 weeks**	**No renewals**	**No limit**	**No fines**

*An item may be renewed by phone, in person, or online if there are no holds currently placed on that item.

Holds (requests for materials currently checked out)

Patrons may place holds in person, by phone or through the online catalog. When the item becomes available, the patron will be notified and the item held at the Circulation Desk for seven operating days.

1. There is no charge for placing a hold on library materials.

2. Holds must be picked up in person and can only be checked out on the card upon which the hold was placed.

3. Holds will remain active for three months. If the hold has not been filled by that time, the hold will be cancelled. Patrons will be contacted and will be given the opportunity to obtain the item through interlibrary loan service if they still want the materials.

Fines and Fees

The McPherson Public Library encourages patrons to return materials on time. No fines are charged on print materials, audio books, DVDs and toys. The library does charge fines on all technology-enhanced materials (including mobile hotspots, Playaway Views, Launchpads, and Telescopes) that are not returned on time. No fines will be charged on the days the library is closed.

If technology enhanced materials are not returned by the due date, patrons may return their items in the next 5 days without fines. If technology enhanced materials are returned after the five day grace period, patrons will be sent an overdue notice and any applicable fines will be charged from the date the technology enhanced materials were due.

The library charges fees to offset the cost of recovering and replacing lost and damaged materials. If an item of any type is lost or damaged, the replacement cost as well as any fines that have accrued will be charged to a patron's account. The replacement cost will be determined by the value of the item when it was catalogued and placed in the library's collection or the value of the item as determined by the library staff.

Refunds

If a patron locates an item that was reported lost and paid for within the previous 30 days, the patron will receive a full refund for the value of the item if it is returned in good condition and a replacement has not already been purchased.

Interlibrary Loan Requests

Library patrons with current accounts may request that the library attempt to locate a specific item that is not available in the McPherson Public Library's collection. A patron may request an

item in person, by phone, or through the online catalog. Each patron is limited to twenty requests at one time on their card. The McPherson Public Library does not charge a fee for this service; however, the lending library may impose a fee. Library patrons who fail to return material(s) borrowed for them via interlibrary loan will be charged for the value of the item (as determined by the lending library) and may not borrow items through interlibrary loan until their accounts are current.

Confidentiality of Patron Records

Patron records are private data and no information will be divulged without a court order. Requests for access to patron records will be referred to the library director. A parent or legal guardian of a minor or of a person adjudged mentally incompetent whose signature is on the library card application may be granted access to that library record.

When contacting patrons, a message will be left without divulging any of the patron's personal data, including information on library materials.

Any questions or problems regarding confidentiality of patron records will be referred to the library director for resolution.