

BLEYHL COMMUNITY LIBRARY

Library Policy

CARD REQUIREMENTS

- A signed application card must be on file for all library patrons. There is no charge for a patron card for those living within the Grandview city limits. Non-resident patrons will be charged \$18.00 per year per patron card.
- Prospective patrons must show a current driver's license, state I.D. card or other state or federally issued identification. Proof of residence must also be shown. If the address on the driver's license or I.D. card is correct nothing further is necessary, however, if it is incorrect some other proof is needed. A photo I.D. is required to receive a video endorsement.
- Every card must have two local telephone numbers. In most cases these would be the patron's own telephone number plus another for messages. If the cardholder does not have a telephone, two message numbers are required. In either case, both numbers must be toll-free accessible from Grandview (Grandview, Sunnyside, Prosser or Whitstran) and will be called for verification.
- *If the applicant is under 14 years of age or for any reason cannot legally enter into a contract, a financially responsible adult (whether parent or guardian) will be required to sign the application card and meet the same requirements as the applicant.*

NEW CARD LIMITATIONS

- For the first three months, a new family card has a checkout limit of 4 items at any given time. Individual cards have a limit of 2 items for the same period. A photo I.D. is required to receive a video endorsement.

BASIC CHECKOUT INFORMATION

- Books or periodicals are checked out for two weeks and may be renewed twice unless another patron has requested their use. Videos and DVDs are checked out for three library days (days the library is open) and must be returned inside to the circulation desk. Video items may be renewed once but only if another patron has not requested the item. Audios have a two-week circulation period and one renewal is allowed. All items must be returned before closing time on the date due to avoid fines. Videos/DVDs left in the bookdrop will receive a \$1.00 fine.

VIDEOS AND AUDIOS

- A maximum of five video items may be checked out at any given time. An exception is made when the video is part of a multi-packaged combination (in which case the combination constitutes one item). Videos/DVDs can be checked out by anyone 18 years of age or older holding a valid Bleyhl Community Library card with a video endorsement. Most of our video items are for HOME USE ONLY. Any infringement of this rule will revoke video checkout privileges. Unauthorized use is an infringement of copyright laws and criminal punishment could result. A patron may have up to five audios checked out at any given time.

INTERLIBRARY LOAN

- Borrowing books from other libraries may be possible. Postage and any other charges will be passed on to the patron.

RETURNS

- When the library is open, return materials inside to the circulation desk. When the library is not open, please place all items except videos in the outside book return. Videos are due during library hours. *Never put a video in the book return; it could become damaged and the patron to whom it is checked out will be held responsible. Videos are to be returned during library hours. Any videos placed in the book return will receive an overdue charge regardless of its due date.* If a video has not been rewound there will be a .50 fine per cassette.

OVERDUE ITEMS

- For late books and periodicals the fine is .15 per day, for late videos the fine is \$1.00 per day, and for late audios .50 per day. If fines are \$2.00 or larger, or a lost item has not been paid for, the patron card is frozen and no activity will be allowed. The same is true if renewing items will cause the fine to go over \$2.00, in which case the renewal will not be allowed.
- When items are one week overdue, a telephone reminder is attempted. If items are not returned within 30 days or the patron cannot be reached by telephone, notification will be attempted by mail. If the items have not been returned within 90 days of their due date or the amount owing is significant, the matter will be turned over to Evergreen Financial Services and more charges will be added per RCW 19.16.500. Any postage fees incurred during this time are the responsibility of the patron.

DAMAGES

- Please do not attempt to repair materials. A certain amount of wear and tear is expected on library materials. We visually inspect all videos upon return and any known damage is noted at that time. Show a member of the library staff any damage you may find and we will make any necessary repairs using special mending materials and techniques. Patrons are responsible for damage done to an item while it is checked out and will be required to pay for those damages. The charge will be determined by the librarian and will vary according to the severity of the damage, not to exceed replacement charges. Replacement costs plus a service charge will be paid for lost or destroyed items.

OTHER SERVICES

- The library has only one electrical outlet available for a patron's personal computer. Usage of the outlet will be at the discretion of the library staff. Computers with word processing capability and Internet access (see separate Internet Policy) are available for public use. Rules regarding these services may be changed or rescinded at any time by the Library Board of Directors.
- A copy machine and/or printer is available for public use with printing fees available on request and at the computer stations. All pages printed will be paid for.