

CIRCULATION POLICY

1. Library Cards

Patrons may look up their personal account information by going to the library's website. The account ID and PIN number must be provided.

Patrons may request information from their own library records by presenting a library card or official photo identification at any library circulation desk or by calling the library and providing the card number and the name on the library account.

Parents or guardians are entitled to receive information on accounts owned by their children under the age of 18. The parent or guardian must present the child's library card. If the parent does not have the card, staff will ask for photo identification and the child's name and birth date as verification. Patrons must provide the library card number and name of the child receive the information by telephone.

2. Registration.

All borrowers must have a valid library card to borrow library materials. Patrons must fill out an application form to register for a new library card. There is a one-time \$1.00 registration fee for Saratoga Springs residents and a \$10.00 registration fee every six months for non-residents.

The following statement will be printed on the registration form for the patron's information and acceptance.

I agree to be responsible for all items borrowed with the library card issued in the above name, including items borrowed by it with or without my consent unless I have previously reported the loss of my card. I promise to comply with all library rules and policies both present and future, and to give prompt notice of change of address or loss of library card.

Patrons over the age of 16 must present current photo identification which provides at least name and birth date to register for a library card.

Library card users are asked for the following information when registering for a library card: name; address; phone number; ID information including ID expiration date; birth date; an e-mail address if the patron wishes to have notices sent by e-mail; the name of the parent or guardian if the patron is under 16; address verification in the form of a current Utah ID or driver's license, or an official piece of mail.

Full members of the North Utah County Library Cooperative can receive a free membership to the Saratoga Springs Public Library. Partial members of the North Utah County Cooperative can receive a discounted membership to the Saratoga Springs Library for one-half of the regular non-resident fee. At the time of registration, they must provide their current library card, photo ID and proof of current address.

With the exception of the address verification, this information is retained in the patron

record in order to both contact and identify the patron. Minor children (under 16) will have the name of a parent or guardian listed as the guarantor for the account, and the parent or guardian must provide the necessary photo identification.

Patrons reporting a lost card may do so without presenting identification. To receive a replacement card, a current photo ID with a birth date must be presented. There is a \$1.00 fee assessed to replace a lost library card.

3. Using the Library Card

Library users must present a valid library card or current photo identification to check out materials. Delinquent patrons shall not be allowed to check out additional materials until all charges are paid in full and all items are returned. Delinquent patrons are patrons who have overdue or lost materials or fines in an excess of \$5.00.

In the interest of privacy, library patrons waiting for assistance at the checkout line are asked to maintain a reasonable distance from patrons being served.

Patrons may return materials and pay fines for other patrons, but no information from another patron's account will be given.

The library does not retain a history of items checked out once the items are returned. Information on the payment of fines or billed items will be retained for an indefinite period of time.

Cardholders must be over 18 to check out DVD's or Video Games regardless of rating.

4. Loan Periods

- A. Books and audio CD's check out for three (3) weeks.
- B. DVD's and video games check out for one (1) week.
- C. Interlibrary Loan materials due dates are indicated by the loaning library and must be returned to Saratoga Springs library by the assigned due date.

5. Check out Limits- Materials may be renewed up to two times, unless there is a hold placed on an item.

- A. Children Ages 5-12 may check out five (5) items.
- B. Youths ages 13-16 may check out ten (10) items.
- C. Adults 16 and older may check out fifty (50) items.
- D. There is a limit of ten (10) DVD's and five (5) Video Games on an adult card.
- E. There is a limit of three (3) Interlibrary Loan (ILL) requests at one time.

6. Holds

Patrons may place Holds/Reserves either in person or over the telephone. When doing so over the telephone they will be asked to provide their library card number. Patrons will receive an email or telephone call when the material becomes available.

Holds will be held for 7 days after the patron has been notified. Holds shall be filled in the same order as they are listed in the hold queue.

7. Fines and damages- Fines will not be assessed on Sundays, holidays or days the library is closed.
 - A. Books and audio books assess a fine of \$0.10 per a day.
 - B. DVD's assess a fine of \$0.25 per a day.
 - C. Video games assess a fine of \$0.50 per a day.
 - D. Cardholders with more than \$5.00 in overdue fines will not be able to access any library services until the account has been paid.
 - E. A \$20.00 fee will be assessed on all returned checks.
 - F. Processing Fee of \$3.00 for the removal or damage of barcodes and spine labels, of \$2.00 for the removal or damage of a barcode, and of \$1.00 to the removal or damage of spine labels.
 - G. Lost or damaged materials shall be assessed a replacement fee for individual items lost or damaged based on the current retail price of the material plus a processing fee of \$3.00.
 - (1) If lost items are paid for and then found by the patron before six-month's time, the library will refund the cost of the item, but not the charge for the fine or re-ordering. After a six-month period, no refunds will be granted.
 - (2) If materials have been damaged, the patron will be able to keep the materials that have been damaged after they have paid the appropriate fee. A notice of these charges will be sent to the patron informing them of the situation.

The City of Saratoga Springs reserves the right to allow patrons who make specific donations to waive outstanding fines or fees, during designated dates, which shall not exceed 14 days in a calendar year.

Fines of up to \$2.00 may be waived at the discretion of the library staff and up to \$20.00 may be waived at the discretion of the Library Director.

8. Collections

In the case of patron failure to return materials, the library may disclose circulation information to a collection agency hired to secure the return of or payment for library materials. The collection agency considers all information confidential and does not sell or share any patron information.

In the case of library materials obtained by means of theft or fraud, the library may disclose information to law enforcement officials.

Adopted: 2/28/2011

Reviewed by Library Board: May 2015