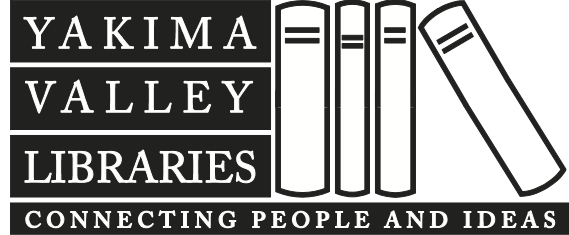


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# Circulation Policy



## **PURPOSE**

These rules have been created to provide equity of access to library materials for the greatest number of people and control over the inventory of materials for which the Yakima Valley Libraries' district is responsible.

## **POLICIES**

Library customers living or owning property within the Yakima Valley Libraries' service area, or those with a current nonresident card, may borrow items without paying any fee if the items are returned in good condition. See the Non-Resident Policy for information relating to customers living outside the library district service area. Library customers who have a library card with a cooperating library system in Washington State may get a reciprocal card.

## **ACQUIRING AND USING A DIGITAL PASS**

A digital pass allows customers to use many of our electronic resources such as eBooks and databases. Customers may apply for a digital pass by filling out a form on Yakima Valley Libraries' website. A digital pass may be upgraded into a physical Library Card by visiting any Yakima Valley Libraries' location.

## **ACQUIRING AND USING A PHYSICAL LIBRARY CARD**

Persons of any age may acquire a physical library card. (Registration for a library card does not require the ability to write one's name.) A physical library card allows customers to check out physical items in addition to using electronic resources. Yakima Valley Libraries considers the library card to be a legally binding contract and recognizes the obligation of a parent/legal guardian to be financially responsible for their minor children (under the age of 18).

### **Identification**

Information required of library customers and parents or guardians for minors at the time of registration includes:

- Driver's license, state identification, tribal card, military identification card, student identification card, or other picture identification; and
- Proof of address, if different from that listed on ID. A provisional card which limits the number of items a customer can check out may be issued to customers who are unable to provide proof of address at the time of registration.

### **Expiration**

Library cards expire three years from the date of registration, at which time verification of information is required for continued use, or at age 18. When a minor customer becomes an adult, they must contact the library to update their registration.

## **Confidentiality**

It is the policy of Yakima Valley Libraries to protect the privacy of library borrowers, in accordance with the First Amendment of the Constitution of the United States and the laws of the State of Washington. Without permission of the library user, Yakima Valley Libraries will not release exempt library records to any individual, organization, or to any agency of federal, state or local government except pursuant to a valid court order under applicable state or federal law. For more information see the Confidentiality of Customer Information Policy. A minor's circulation record is confidential until an item borrowed by the minor becomes overdue. At that time, an overdue notice is generated and sent to the parent or guardian who is responsible for the minor's account.

Unless notified otherwise, the Library System assumes anyone who has a library card in their possession has permission to use that card and to access that account.

## **Limits**

Customers without proof of address are limited to two items at a time until they are able to supply proof.

The number of materials that any person may borrow from the Yakima Valley Libraries' system is set by the Executive Director.

## **Renewals**

Renewals are allowed on the majority of YVL items.

Items that have no Hold requests may be renewed by either customers or staff.

Overdue items may be renewed by customers or staff when:

- Item has renewals left
- Item has no Holds requests on it
- Item is not long overdue
- Item is part of a renewable collection
- Customer account has no blocks

## **Overdue Materials**

The loan period for materials varies. Materials not returned on time will be considered overdue.

Overdue notices will be sent according to the following schedule:

Notice #1: Sent approximately two (2) days after the date due;

Notice #2: Sent on or about fourteen (14) days after the date due;

Billing Notice: Sent on or about twenty-eight (28) days after the date due;

Referral to collection: May be referred on or about sixty (60) days after the date due or when total charges make it cost effective to do so.

Library customers may not check out materials if they have accumulated ten dollars in fees, such as photocopy charges, interlibrary loan fees, lost items, damaged items, printing, etc., or have been sent a second notice on any overdue item. If a library customer's account is referred to collection, the customer is responsible for all associated charges.

## **Holds**

Library customers may place a "hold" or reserve on any circulating item. The Executive Director sets the number of outstanding holds that a library customer may have at one time. Customers without proof of address are limited to fewer holds. Holds will be delivered to the library location designated by the library customer.

**Loans from other library systems**

Library customers ordering materials from other libraries through interlibrary loan will be responsible for any interlibrary fees. The Executive Director sets the limit on the number of outstanding interlibrary loan requests that a library customer may have at one time. Customers without proof of address are limited to fewer interlibrary loan requests.

**Security systems**

Where security systems are available, library customers should individually pass through the system upon exiting the library. Upon either activation of a security system or other reasonable grounds for suspicion, a library official may ask to inspect the library customer's belongings.

Resolution #07-007

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February 2003

March 2007

May 2007

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Resolution #22-017