

Benbrook Library District Circulation Policy

Purpose: The purpose of the Benbrook Library District's (BLD's) Circulation Policy is to specify who may borrow materials for the Library and to establish conditions for such borrowing.

1. Those Who May Borrow

The boundaries of the Benbrook Library District are contiguous with those of the City of Benbrook. Therefore, all citizens of Benbrook are the constituents of the BLD. In addition, however:

- a. Patrons of other libraries with which BLD has reciprocal borrowing agreements may borrow materials from the BPL in compliance with those agreements.
- b. Non-Resident accounts may be offered to individuals who reside in Texas, but beyond the boundaries of Benbrook, provided they are not served by any library with which the Benbrook Library has a MetrOPAC agreement.
- c. Business Operator accounts may be offered to individuals who work in Benbrook, and may retain their accounts with MetrOPAC partner libraries.
- d. The lowest age for a borrower to receive a library card in their name is 3 years of age.
- e. Exceptions may be made on a case-by-case basis, observing established guidelines.

2. Conditions Of Borrowing

Borrowing from the library requires a Benbrook Public Library borrower card or a card from one of the other MetrOPAC libraries with which BLD maintains a reciprocal borrowing agreement. A library borrower's card will be issued free to those who register for a card and provide proof of residence (the Library Director will be the final judge of whether proof of residence is adequate). Every new card applicant must provide a state-issued photo identification (e.g. driver's license, military ID card, etc.) and proof of residence in the form of recent first class mail addressed to them at the residence. The database from the Tarrant County Appraisal District will be the primary source used to determine whether an individual resides in Benbrook. Google maps will serve as an alternate source to determine residence.

- a. All cards (resident and non-resident) shall expire every two years and all card renewals must be made in person at the Benbrook Library. Requirements of library card renewals include bringing a current proof of residency and a valid government issued photo I.D.

3. Borrowing Restrictions

The BLD places no restrictions on its borrower cards. Therefore, if parents wish to restrict their minor children (under 18) from borrowing particular types of materials, it is the responsibility of the parents rather than the Library to enforce that restriction. Patrons must be 18 years or older to obtain a library card without parental approval. Parents of minor children must sign an agreement that they will be responsible for their children's use of the Library before a card will be issued to each child.

4. Card Identification

The BLD retains the right to request identification when presented with a borrower's card and to confiscate the card if the person cannot provide adequate proof that the card belongs to him.

- a. The circulation desk may stop processing library card applications thirty minutes prior to closing time due to library closing procedures. Applications may be accepted and cards issued during this time, but they may not be activated until the following business day.

5. Loan Periods

The following normal loan periods shall apply to the material loaned by the Benbrook Library.

- a. Books and audiotapes may be borrowed for a period of three weeks, with an additional renewal period of three weeks if there is no reserve pending on the item.
- b. DVD's and Blu-ray's may be borrowed for a period of one week, with an additional renewal period of one week, provided there is no reserve pending on the item.

- c. Some materials in the above categories or others may be assigned special loan periods different from those indicated above on a temporary basis.
 - d. The loan periods of items borrowed from other MetrOPAC libraries will apply to BLD patrons.
6. Limitations On Number Of Items Borrowed
 - a. First time borrowers will be limited to two items of any kind.
 - b. Regular borrowers (resident cards) may borrow up to fifty (50) items, including no more than five (5) videos and five (5) DVD's at a time from the BLD. The restrictions of the other MetrOPAC libraries will apply to items borrowed from their libraries.
 - c. The BLD reserves the right to impose other such limitations if deemed necessary by the Library Director to prevent one or a few borrowers from unfairly monopolizing materials.
 - d. Borrowers with non-resident cards may borrow up to twenty-five (25) items, including no more than five (5) videos and five (5) DVD's at a time from the BLD.
7. Overdue Materials
 - a. Borrowed materials become overdue if not returned to the Library by the due date.
 - b. Borrowers of overdue materials will be notified by U.S. Postal Service for reminders, invoices, and other correspondence pertaining to the Library's effort to reclaim the item(s)
 - c. A reminder will be mailed when an item becomes overdue.
 - d. Following a thirty-day grace period from the date of the reminder, the item will be declared LOST and an invoice will be mailed charging the reasonable replacement costs
 - e. A second invoice will be mailed following thirty days after the first invoice
 - f. Accounts that have not responded and arranged to settle the account may be referred to a credit reporting agency, and may incur an additional collections fee
 - g. Library mail that is returned to the Library as UNDELIVERABLE will result in suspension of the account until a current address is verified.
 - h. The Benbrook Library no longer charges late fees for its items. However, borrowers may still be responsible for late fees imposed by our partner libraries.
8. Fines, Fees, And Penalties For Overdue Materials
 - a. A borrower who has an overdue fine of \$5.00 or more at any MetrOPAC library is prohibited from further borrowing until the fines are paid. Benbrook Library card holders may pay fines from any MetrOPAC partner library of the Benbrook Public Library, at the Benbrook Public Library, or online using the catalog from any member library's website.
 - b. Charges below \$5.00 may not appear longer than six months on the patron's account, or upon renewal of expired accounts. All subsequently accumulated account balances, less than the six months, must also be paid at that time. Circulation staff will notify patrons at the time of checkout of any outstanding account balances and alert them of the potential for account suspension and reclamation activities.
 - c. Parents are responsible for the charges incurred by their minor children.
 - d. When an associated account, which is a Responsible Party and each of the minor(s) accounts, owes in excess of \$5.00, all associated accounts will be suspended until all individual accounts owe less than \$5.00.
 - e. When a borrower declares that a borrowed item has been lost, the cost of that item will be credited when the patron has paid the reasonable replacement cost for the item. Reasonable replacement costs are determined by the owning library. If the lost item is later found and returned, the replacement cost may be refunded upon the discretion of the owning library. Refund requests must be made at the library that owns the item(s) in question.
 - f. When a borrower claims an overdue item was returned on time, the Library will change the status of the item to Claims Returned and search for the item. If the item is found and it is determined that the item was returned on time, the cost of that item will be credited. If it is not found, the item will remain in Claims Returned status for 90 days, after which time the status will automatically change to Lost and the patron will be responsible for the reasonable replacement cost of the item. Reasonable replacement costs are determined by the owning

library.

- g. When a borrower changes their classification from resident/non-resident status, or when changing the responsible party for cardholders who are minors, all existing fines on that account must be cleared before the account is reclassified.
- h. Minor cardholders may only have one responsible party associated with their account.

9. Payment For Lost Items

- a. The borrower of materials which are claimed lost or that have been damaged beyond use while in the care of the borrower will be charged the reasonable replacement cost of the item. If the reasonable replacement cost cannot be determined, the average price for that category of item will be charged as the replacement cost (See Appendix A). Fines for lost library materials from any MetrOPAC partner of the Benbrook Public Library may be paid at the Benbrook Public Library, however, if the item is later found, the borrower must approach the owning library for a refund; please consult owning library's policies for refund policies.
- b. Library materials may be declared lost by the borrower at any time, i.e. prior to the automation system classifying their loss, and the replacement cost may then be determined and applied to the account.
- c. Lost Benbrook resident or non-resident borrowers cards will be replaced for a \$1.00 replacement cost. The lost card will be voided so it cannot be used again. Lost or damaged bar codes will be replaced at their current replacement cost.

10. Reserving And Renewing Materials

- a. A resident BLD patron may place any available MetrOPAC item on reserve either through the MetrOPAC card catalog database or through a reference librarian. A non-resident BLD patron may only reserve BLD materials.
- b. There is no charge for placing reserves.
- c. Reserves will be filled in the order in which they are received.
- d. Patrons will be notified by phone or e-mail when the reserved item is available.
- e. Reserve items will be held at the circulation desk for ten (10) days. If the patron does not pick up the item within ten (10) days the item will be returned to the lending library or sent to the next patron on the reserve list.
- f. Borrowed items may be renewed once by phone, in person, or online before or on the due date but renewal may be refused if there is a reserve on the item. Telecirc will not renew on the date items are due, patrons must call the library.
- g. Renewals made after the due date has expired and fines have begun to accrue, may be made as long as there are no pending holds on the item; renewals made during this time period must be made in person or by calling the library; automated systems (Telecirc) will not allow these renewals. The patron is still responsible for the fines accrued between the due date and date of renewal.

11. Reconsideration Of Material

BLD materials are purchased according to the collection development policy of the BLD. If a patron wishes to have an item removed from the collection the Patron's Request for Reconsideration of Books or other Materials form must be filled out completely before the item can be evaluated.

Appendix A
Lost or Damaged Materials – Benbrook Public Library

As of this date we will assess the following charges for lost or irreparably damaged library materials if actual replacement cost cannot be determined. Patrons may choose to purchase replacement materials independently but the Library retains the right to reject these items if they do not meet selection policy criteria. Please use these figures as guidelines; prices do vary and they are based on several factors. For questions, see a librarian.

Adult and Young Adult Materials

Fiction (F)- Hardcover	15.00
Fiction (F)-Paperback (cataloged)	7.00
Non-fiction- Hardcover	15.00
Non-fiction- Paperback	12.00
Books on Tape	40.00
Books on CD	50.00
DVD	15.00
DVD Case	2.00
DVD Covers	1.00
Nook	130.00
Great Courses Materials	75.00
Barcode	1.00

Children's Easy Reading (E) Materials

Fiction (ef)- Hardcover	15.00
Fiction (ef)- Paperback	5.00
Non-fiction- Hardcover	15.00
Non-fiction- Paperback	10.00
Audio tapes and pamphlets	5.00 ea.
Playaway Views	100.00
Playaway (mp3 audio books)	100.00
Barcode	1.00

Juvenile (J) Materials

Fiction (jf)- Hardcover	15.00
Fiction (jf)- Paperback	7.00
Non-fiction- Hardcover	18.00
Non-fiction- Paperback	10.00

A fine may be charged for items returned damaged that do not require replacement. If it is decided that a fine will be charged, the fine will be assigned by the librarian.

Approved by the Benbrook Board of Trustees May 21, 2018