

# Hemet Public Library Circulation Policy

## I. Philosophy

It is the philosophy of the Hemet Public Library to provide service to all without discrimination. The library strives to make its circulating collection available to the greatest number of people by having as few restrictions as possible on the flow of information while protecting the community's library resources. The library collects some material marked as "Reference" which does not circulate but which can be used within the library.

## II. Purpose

The circulation policy of the Hemet Public Library exists to facilitate fair and equitable community access to the materials and information contained within the library's collections.

## III. Hemet Public Library Cards: Eligibility and Registration

In order to borrow materials from the Hemet Public Library, library users must register for a Hemet Public Library card. All persons who wish to borrow library materials are required to have their card in their possession. Cards are issued free of charge to California residents. Non-residents of the State of California are permitted to purchase "visitor" cards for a fee. Library cards are valid for a period of 3 years after which time borrowers are asked to confirm their account information for accuracy. The library may, at any time before the expiration date, require that current address and/or picture identification be shown. Therefore, borrowers should bring appropriate identification in addition to their Hemet Public Library card.

A person may apply for a card by completing a "Hemet Public Library Borrower Registration" form online. The borrower's agreement must be read and accepted to obtain the library card.

### A. Acceptable Identification

In order to protect the identity of card holders, applicants for a Hemet Public Library card must provide staff with a valid picture identification verifying current California state residence with correct address. Identification without a picture, or identification with only a post office box number or a hotel/motel address is not considered valid. The following are examples of acceptable identification:

1. A valid California driver's license or identification card issued by the California Department of Motor Vehicles with photo and current residential address; or,
2. An official photo identification card from a school, government agency, employer, etc. along with another piece of identification displaying the current California residential address: such as, a rent receipt, lease agreement, utility bill, a bank checkbook with current address imprinted on the checks, a current bank statement, or canceled mail postmarked within the last week.
3. A residential property tax statement for a California residential property with the name of the applicant along with both a copy of a current utility bill for that property and an official photo identification card from a school, government agency, employer, etc.

### B. Application for library cards for minors

Applicants under the age of 18 (eighteen) are required to obtain parent or legal guardian signature on the library card application. The parent or legal guardian who signs the application assumes all responsibility for all material borrowed by the person to whom the card is issued. Parents should also note that the library (Circulation Policy reviewed by Hemet Library Board June 2021. amended by staff January 2010; Adopted by Hemet Library Board, 1/17/05)

has an open access policy to all materials and information sources and does not restrict minors from using any item in the library.

Parents wishing to obtain library cards for their children **must** have the child present, have the appropriate identification and address verification, and should complete the online library card application under their child's name. A parent must read and accept the borrower's agreement, thereby assuming responsibility for the material borrowed by their child.

#### **C. Non-residents and visitors**

As a courtesy to our city's visitors and to non-residents of the State of California, we offer a "visitor card" for a one-time fee. Applicants must fill out a Borrower Registration form online, present picture identification and current address verification to obtain a visitor card.

#### **D. Computer users**

A Hemet Public Library card is required to use the Library's public access computers. A patron's library card account must be in good standing and he or she must agree to abide by the library's Internet Use Agreement. Patrons with a Computer use card may not check out material.

#### **E. Courtesy cards**

A library user who has come to the library unprepared and who does not have the acceptable proof of residency and identification can still obtain a courtesy card which will allow this person to use the library's computer databases and check out one item. Courtesy cards are valid until acceptable proof of address and identification can be provided. Once acceptable proof of address and identification has been provided, the user's courtesy status will be changed to a regular user status with all the rights and privileges of a regular user.

#### **F. Open+ Access cards**

Patrons who have signed an agreement for early access to the Library will have the ability to use the library before library regular hours. Patrons agree that all material is available is self-service, including public access computers. Staff will not be able to provide patron assistance, as they are preparing for regular library access. Patrons agree that if they violate any policy or cause any damage to the Library or library material, enter in staff area, or move library furniture or equipment, their right to early access may be revoked.

#### **F. Replacement of Library Cards**

There is a small fee to replace library cards. Proof of identity is required see section A and B above. Students under 18 may replace their card provided the parent who signed for the card is present. A valid school ID is sufficient to verify the student's identity.

## **IV. Loan Periods and Limits**

Your library card must be present for all transactions. Staff may not give out library card numbers for patron use. The following loan periods and limits have been established to provide library users with an adequate amount of time to both use the library's materials and return them so that they are available to others in a reasonable amount of time. These loan limits apply to regular status cards. Courtesy card holders are only allowed to check out one item at a time.

#### **A. Loan Limits**

A regular status library user may have up to 30 total items checked out at any one time. The Hemet Public Library offers access to digital material, including e books, e -audio books, movies, magazines and newspapers

#### **B. Loan Periods**

(Circulation Policy amended by staff January 2010; Adopted by Hemet Library Board, 1/17/05)

The majority of items within the library's collection may be borrowed twenty-one days, or three weeks. If the due date falls on a holiday when the library is closed, the loan period will be extended until the next day that the library is open. Digital material may have different circulating times depending of the platform.

### **C. Renewals**

Items may be renewed for two additional standard loan periods as long as the item is not requested by another library user. Due dates for renewed items are calculated from the date the items are renewed.

### **D. Return of items**

All Hemet Public Library items must be returned directly to the library's automated material return.

## **V. Fines and Fees**

### **A. Overdue materials**

Overdue fines are assessed for **each** item returned past its due date to encourage library users to return their materials by the designated return date. Fine rates for **each** item are as follows:

1. All physical items: 50 cents/day to \$10 maximum per item.
2. Digital material does not have any late fees as the Links delete automatically when the material is due.

### **B. Maximum fine**

In order to encourage return of long-overdue materials, there is a maximum per-item fine of \$10.00 for all material. Material that is not returned will be considered lost and users are charged for replacement and processing costs of that material.

### **C. Waiver of fines and fees**

The Library staff at any level has the option of waiving or reducing charges if they determine that extenuating circumstances so warrant.

### **D. Damaged items**

Charges are assessed for lost or damaged materials to encourage our users to take proper care of public property. Library staff understand that regular wear and tear on material is to be expected and do not charge for normal, typical damage. Library staff has the option of charging for full replacement costs of material that is determined to be completely damaged. (Reference staff may choose to offer the borrower of the damaged material the option of replacing the item with the exact ISBN # in brand new condition, **used copies** will not be accepted as replacements)

### **E. Replacement costs and processing fees**

In those instances when an item has been lost or damaged severely enough to warrant replacement of the item, the borrower will be charged the original replacement cost of the item, plus a non-refundable processing fee to cover the cost of acquiring, cataloging, and preparing the item for circulation. Processing fees for all material is \$7.00.

### **F. Payment of fines**

Prompt payment of library fines and fees is expected in order for a library user's account to remain in good standing. Library fines and fees paid are not refundable. The library will accept the following forms of payment for fines accrued: Cash, credit or debit cards, money orders, or a cashier's check.

## **VI. Denial of Borrowing Privileges**

(Circulation Policy reviewed by Hemet Library Board June 2021. amended by staff January 2010; Adopted by Hemet Library Board, 1/17/05)

To ensure that no individual library user accrues an excessively high fine, library users **may** be blocked from borrowing additional material and/or have their borrowing privileges denied when they have one item that is overdue by 21 days or when their fines exceed \$15.00. Any library user who has been referred to the collection agency will be denied borrowing privileges until all delinquent materials are returned and/or all fines and fees are **paid in full**. A library user may also have borrowing privileges denied when the library has reason to believe that the user has changed address; when this is the case, the library user must present current acceptable identification as stated herein before being permitted to check out any additional materials.

## **VII. Responsibility**

Library users are responsible for all materials checked out on their card or on the cards of children for whom they have assumed responsibility. If library users allow others to check-out materials on their card, those materials are still the responsibility of the card owner. Lost cards should be reported immediately; library users are responsible for all materials checked out on their card up to the time that they report the card as lost.

## **VIII. Confidentiality of User Records**

The Hemet Public Library is committed to patron confidentiality and privacy as guaranteed by the California Constitution and the laws of California. On occasion, public records are required to be disclosed under the California Public Records Act (California Government Code Section 6250-6277), which provides every person in California the ability to access information from government agencies. However, Library records collected for the purpose of conducting business, such as circulation records, and other records that identify borrowers and users of Library materials and resources, are confidential and therefore exempt from disclosure, except as required by law. State law governing public access to library records is as follows: Government Code Sec. 6267. Registration and circulation records of libraries supported by public funds. All registration and circulation records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed to any person, local agency, or state agency except as follows:

- A. By a person acting within the scope of his or her duties within the administration of the library.
- B. By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records.
- C. By order of the appropriate superior court.

As used in this section, the term "registration records" includes any information which a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term "circulation records" includes any information which identifies the patrons borrowing particular books and other material.