

# DRAFT – UPDATE JULY 2013

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## Circulation Policy

### 1.0 Library Customer Cards.

Individual Library customer cards are issued to all residents of Newport Beach upon presentation of proper identification. All applicants under the age of 18 will be required to have a parent/guardian signature to obtain a library card. Guest cards will not be issued to anyone under the age of 18.

1.01 Under the State Universal Borrowing Agreement, individual library customer cards will be issued to persons who do not reside in Newport Beach, but who are residents of the State of California, utilizing the same criteria as above.

1.02 A family borrower's card will be issued to a non-California resident upon payment of a \$10.00 annual fee.

1.03 A replacement for a lost card will be issued upon proof of identification.

1.04 A "computer use only" library card with no material borrowing privileges will be issued to persons who wish to use the library's public computers ~~only~~ workstations and on-line databases. Proof of identification is necessary.

1.05 Lifetime cards may be issued at the discretion of the Board of Library Trustees.

### 2.0 Definitions

Library materials are defined as indicated.

2.01 Reference Materials - Materials for use only within the Library facility, including newspapers and current issues of periodicals.

2.02 General Materials – Most circulating books and audio books.

2.03 Paperbacks (mass market) - Circulating book materials without hard cover bindings.

2.04 Periodicals - Magazines and journals published with established frequency throughout the year.

2.05 New books - Newly acquired and recent publications of circulating fiction and non-fiction books.

2.06 Rental items - High demand fiction books, non-fiction books, and DVDs available for a rental fee.

2.07 Compact Discs (CDs) - Circulating recorded music that are on a compact disc.

2.08 DVDs - Circulating and rental films: feature, documentary, and instructional films.

2.09 iPods Audio Books – Audio books pre-loaded on an iPod audio player and circulated with some of the Book Club in a Bag items.

2.10 Video games - Circulating games requiring a dedicated console with a video interface.

2.11 Ebooks - **A** Circulating electronic version of a printed book that ~~can~~ may be read on a personal computer or hand-held device designed specifically for this purpose.

2.12 Databases - Electronic databases to which the Library subscribes; **Many** of these databases may be used remotely.

2.13 Internet - Many additional resources are available on the Internet and can be reached through library equipment.

2.14 Interlibrary Loan (abbreviated ILL) - ~~is a~~ **S**ervice whereby a user of one library ~~can~~ may borrow books or receive photocopies of documents that are owned by another library. Users request materials, and the library, acting as an intermediary, identifies owners of the desired item, places the request, receives the item, makes it available to the user, and arranges for its return. ~~A nominal user's fee of \$5.00 accompanies interlibrary loan service~~

2.15 Laptops and iPads – Circulating computers that may be used in the Library.

2.16 eReader – Circulating eReaders, such as a NOOK, preloaded with Library book titles.

2.17 Book Club in a Bag – Circulating zippered bag that contains 10 paperback copies of a book for use by a group. Some of the kits also include an iPod loaded with an audio edition of the titled book.

### 3.0 Loan Periods

The loan period for General is 21 days. [Loan periods and renewals for other materials vary as stated below.](#)

3.01 Reference materials, including the current issues of periodicals, ~~cannot~~ may not be checked out.

3.02 General Materials may be renewed for two additional 21-day periods if the item has not been reserved.

3.03 [The loan period for](#) Paperbacks ~~circulate for~~ is 21 days and may be renewed for two additional 21-day periods if the item has not been reserved.

3.04 The loan period for circulating Periodicals is 14 days. Periodicals ~~cannot~~ may not be renewed.

3.05 [The loan period for](#) New adult books ~~circulate for~~ is 14 days and ~~can~~ may be renewed for two additional 14-day periods if the item has not been reserved.

3.06 The loan period for rental ~~items, except a DVD,~~ books is 7 days and ~~cannot~~ may not be renewed. The loan period for a rental DVD is 1 day and ~~cannot~~ may not be renewed.

3.07 The loan period for compact discs is 7 days and ~~can~~ may be renewed for two additional 7-day periods if the item has not been reserved.

3.08 [The loan period for](#) Non-rental DVDs is 7 days and ~~can~~ may be renewed for ~~2~~ two additional 7-day periods if the item has not been reserved.

~~3.09 The loan period for iPod audio books is 2 weeks. iPod audio books cannot be renewed.~~

3.09 [The loan period for](#) iPads is 2 hours and may be renewed for two additional 2-hour periods. These devices are for use within the Library building only. See the LAPTOP/iPAD borrowing policy for more details.

3.10 [The loan period for](#) Video games is ~~have a loan period of~~ 7 days and ~~cannot~~ may not be renewed.

3.11 [The loan period for](#) eBooks is ~~have a loan period of~~ 14 days and ~~cannot~~ may not be renewed.

3.12 ~~Laptop computers are available for a two-hour, in-library checkout, and can be renewed as long as one laptop is available for check-out.~~ The loan period for Laptops is 1 hour and may be renewed for 20 minute increments as long as there is not a waiting list. These devices are for use within the Library building only. See the LAPTOP/iPAD borrowing policy for more details.

3.13 Loans of certain materials are made to teachers for classroom use and to the homebound, with loan period of 4 weeks.

3.14 The loan period for ILL items is determined by the lending library.

3.15 The loan period for an eReader is 14 days and may be renewed for 2 additional 14-day periods if the item has not been reserved.

3.16 The loan period for a Book Club in a Bag is 42 days (6 weeks) and is renewable for 2 additional 42-day periods if the item has not been reserved.

#### **4.0 Fines and Fees**

Library customers are responsible for returning borrowed materials by the end of the ~~circulation~~ loan period. Library materials are considered in circulation until checked-in at a Newport Beach Public Library.

4.01 Overdue fines are charged for materials returned after the due date. The fine schedule is established by the Board of Library Trustees, and reviewed on a biennial basis.

4.02 Library customers are responsible for the replacement cost of lost materials, plus a processing charge.

4.03 Overdue fines are not charged to [customers registered in the homebound program](#).

#### **5.0 Library Privileges**

The Library reserves the right to refuse borrowing privileges to customers who abuse library privileges. Such customers may be identified as delinquent. [Delinquent may be defined by the following circumstances:](#)

5.01 A customer whose record shows unpaid fines and fees in excess of \$5.00.

5.02 A customer who has ten overdue items outstanding.

5.03 A customer who has moved without notifying the library of the current correct address.

#### **6.0 Placing of Reserves.**

Library customers are permitted to place reserves on general materials and non-rental books, New books, Compact Discs, ~~iPod Audio Books~~, eBooks, and non-rental DVDs in the collection. Reserves may also be placed for materials which are "on order."

#### **7.0 Confidentiality of Customer Records.**

All registration and circulation records ... 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 order of the appropriate court.

As used in this section, the term "registration records" includes any information which a library requires a customer to provide in order to become eligible to borrow books and other materials, and the term "circulation

records” includes any information which identifies the customers borrowing particular books and other materials.

This section shall not apply to statistical reports of registration and circulation nor to records of fines collected by the library.

California Government Code § 6267.

Library employees must refer all court-ordered requests to the Library Services Director.

## 8.0 Special Conditions

### 8.01 Fees for Use.

Use fees are charged for the DVD and book rental collections. These fees are established by the Board of Library Trustees, and reviewed on a biennial basis.

8.02 Customers must be 18 years of age or older to checkout DVDs.

8.03 A fee is charged for Interlibrary Loan (ILL) service.

## 9.0 Circulation Policies Schedule of Fines/Fees.

The fine schedule is established by the Board of Library Trustees, and reviewed on a biennial basis.

### 9.01 Rental Fees

- DVDs - \$1.00 per day
- Books - \$1.00 for 1 week

### 9.02 Fines for Overdue Materials:

- General Materials - \$0.25/day to Maximum
- DVDs(non-rental) - ~~\$1.00~~ \$0.25/day to Maximum
- Periodicals - \$0.25/day to Maximum
- New books - \$0.25/day to Maximum
- CDs - \$0.25/day to Maximum
- ~~iPod Audio Books - \$1.00/day to Maximum~~
- Rental Books - \$0.25/day to Maximum
- Video games and eReader - \$1.00/day to Maximum
- Laptop and iPad - \$5.00/hour
- Book Group in a Bag - \$.025/day to Maximum

### Maximum Fines:

- General Materials, Audio Books, Rental Books and ILL Materials - \$10.00
- Paperbacks, Periodicals - \$5.00
- DVDs - \$20.00
- CDs - \$10.00
- Video games and eReaders- \$20.00
- ~~iPods - \$20.00~~
- Laptops - \$1,200.00
- iPads - \$400.00
- Book Group in a Bag - \$100.00

### 9.03 Replacement Cost of Materials - Actual Replacement Cost of Item

When replacement cost cannot be determined, the following averages apply:

- General Materials - \$20.00
- Periodicals & Paperbacks - \$ 5.00
- DVDs - \$25.00
- CDs - \$20.00
- Video games - \$50.00
- ~~iPods - \$200.00~~
- Laptops and/or peripherals- \$1,200.00
- iPad and/or peripherals - \$400.00
- eReader and/or peripherals - \$120.00
- Book Group in a Bag - \$100.00
- Interlibrary Loan (ILL) - Cost as determined by the lending library

When materials are replaced, fines paid are applied to replacement and processing charge. [The following Processing Charges apply in addition to Replacement Costs:](#)

- General Materials, DVDs , Video Games and eReaders - \$10.00
- Paperbacks (mass market)/Periodicals - \$3.00

### 9.04 Other Fees:

- Replacement of Compact Disc Cases - \$1.00
- Replacement of DVD/BOCD Case - \$4.00
- Fee for Damage to Barcode or RFID tag on Library Materials - \$1.00
- Interlibrary Loan Fee (per item): \$5.00

This policy is subject to review and change as authorized by the Board of Library Trustees.

**Final Approval by the Board of Library Trustees on February 6, 2012**

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**Amended February 16, 1988**

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