Service Policies & Regulations

Gordon City Library

2025

I. Borrowing privileges

A. All persons who register with a library application card shall have available all services and borrowing privileges of the Gordon City Library. A three (3) line address and working phone number is required on all cards. The library may ask for a residential address if only a post office box address is provided. High school students must supply the name of a parent or guardian and their address if different than the student's. Children through the eighth (8^{th}) grade must have their card signed by a parent or guardian.

B. No fees are charged for library cards.

C. All library users are responsible for materials borrowed or used in the library. Parents or guardians are responsible for materials borrowed or used in the library by minor children under the age of 18.

D. Application cards are issued for one (1) year. Addresses and phone numbers are updated when the circulation program indicates that one year has passed. Once each year patrons whose cards have expired and who no longer use the library are removed from the active database.

E. The library supports every patron's right to have their library records remain confidential, including records of user registration, circulation, participation in library-sponsored programs, library visits, computer use, information requests, and any other data that contain information linking the patron to specific materials, resources, or services used. The library will maintain patron records solely for the purpose of protecting library property and facilitating the transaction of normal business. Accordingly, no patron records will be released to any person, agency, or organization, except in response to a valid court order, subpoena, or search warrant presented to the Library Director or their designee. The library reserves the right to require proof of identity to disclose a patron's own or minor child's account activity or other usage records. Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties.

A. If a cardholder has shown that they cannot be trusted to be responsible with library resources by repeated failure to follow the Library's policies by abuse of renewal requests, chronic overdue materials, repeated damage to or loss of library resources, or non-payment of overdue fines and/or loss or damage assessments, the Library Director:
    1. may choose not to circulate materials or to limit materials circulated to the cardholder
    2. may revoke or choose not to renew the borrower's Library card
        a. when a Library card has been revoked the Library Director will send written notification to the borrower and will notify the Library Board of the revocation.
        b. a person whose Library card has been revoked may, within 30 days of the revocation, make an appeal to the Board in writing, setting out the grounds for the appeal. The decision of the Board will be communicated to the appellant in writing and will be final and not subject to further appeal.
    3. may take whatever action is considered necessary to recover overdue library item(s), or the cost of the item(s)

II. Circulation policies and regulations

A. All books are loaned for ten (10) working days (2 calendar weeks). A grace period of five (5) working days is granted before fines are assessed at which point the patron will be back-charged for overdue materials and fines will continue to accumulate until materials are returned or, if lost, paid for.

B. Periodicals are loaned for five (5) working days (1 calendar week). Most recent issues of periodicals cannot be loaned. A grace period of five (5) working days is granted before fines are assessed at which point the patron will be back-charged for overdue materials and fines will continue to accumulate until materials are returned or, if lost, paid for.

C. Audio-visuals including audiobooks, book and CD sets, and DVD's are loaned for five (5) working days (1 calendar week). All items of one title must be returned in order for the patron to be credited, i.e. both book and CD of sets and all CD's of an audiobook title. If an item was loaned in a bar-coded bag, it must be returned in a bar-coded bag. If any part of an item is lost or damaged, the entire item must be paid for.

D. Kit bags are loaned for ten (10) working days (2 calendar weeks). All items of the kit must be returned in order for the patron to be credited (books, toys, game pieces, etc.). If any part of an item is lost or damaged, the librarian will endeavor

to order a replacement part for which cost the patron is responsible. If replacement parts are unavailable, the entire item must be paid for.

E. Patrons may renew materials in-person, by telephone, or online. After one renewal, an override is required for further renewals and these will be granted at the librarian's discretion.

F. The number of items loaned to a patron will be determined at the discretion of the librarian. Generally, three (3) items per person is practical. New patrons who are not known to the librarian may be limited to one (1) item per person.

G. The librarian may prevent excessive demand on the collection by an individual or a group.

H. The library will offer reserve service, keeping reserved materials for patrons three (3) working days after they are notified.

III. Fines, replacement charges, and penalties

A. Materials lost, not returned or returned damaged:

1. Patrons are to pay for materials which are lost or damaged so as not to be usable. Materials which are lost and not found and returned within 90 days of the due date will be marked lost and must be paid for.
2. The fine on materials which are lost stops when the materials are reported lost. Fines will not exceed $5.00 per item.
3. A fine above $2.00 will result in a suspension of library privileges (Internet/computer use, copy and fax machine, OverDrive, etc.).
4. Costs of materials include the items plus a processing cost of $6.00. These processing costs are included in the costs recorded in the database.
    a. Materials gifted/donated to the library will be priced dependant upon their condition and their cost as listed at www.amazon.com
5. Cost of periodicals or temporary items is the price of the item plus $2.00 if that material was checked out in a bar-coded bag and the bag has also been lost.

B. Fines

1. Fines are assessed on books, including paperbacks, book and cassette sets, periodicals, and audiobooks at the rate of five cents ($0.05) per day. The automated circulation system calculates the fines so that the patrons can be notified as fines accrue.
2. The maximum fine is $5.00 per item.

3. A charge of $2.00 is made for a bar-coded bag which is lost or damaged extensively.
4. Overdue fines up to a cap of $25 annually may be excused for learning institutions, including public schools, private schools, or homeschool patrons.
5. Fines on children's materials checked out may be waived at the librarian's discretion.
6. Overdue fines are not assessed to senior citizens.

Approved August 12, 2025
by the Gordon City Library Board of Trustees