Duchesne County Library System

Circulation Policy & Procedures

Purpose of the Policy

One of Duchesne County Library System's main purposes is to provide access to information and resources for all county patrons, including residents of the Uintah and Ouray reservation, and access to physical collections to residents of western Uintah County. To provide equitable opportunity to the limited resources, this policy outlines a patron's circulation privileges and consequences for non-compliance.

Library Cards

To acquire a library card a patron must present current government-issued photo identification (ID) with proof of a current mailing address in Duchesne County or the Uintah and Ouray reservation to the library staff. Owners of property in Duchesne County that is not a primary residence, and does not have a mailing address, may instead provide proof of property ownership, their current ID, and their current primary residence mailing address. Patrons may only have either a Duchesne County Library System, Uintah County Library, or Wasatch County Library card; they may not have a card for each separate county library.

Parents/guardians who have their own account may acquire a library card for their minors by following the aforementioned procedure and accepting responsibility to become the minor's account guarantor with the minor present. The guarantor is ultimately responsible for consequences of the minor's account. Parents/guardians must have their own account with no overdue or lost items or the minor account will not be created. Privileges of the minor's card may be adjusted by the guarantor by presenting their ID to the library staff. Adjustments include access to: physical collections (including books, videos, tech items; and adjusting the amount of items checked-out), computers, and digital collections. If no preference is indicated, access to all services is implied. Upon a minor's 18th birthday, responsibility and privileges of their account are conferred to them.

For questions about internet access please refer to the library system's *Internet and Online Access Policy and Procedures*.

Library cards must be presented at the circulation desk for check-out. If a patron has forgotten their library card, they must show their ID instead. Patrons are responsible for the use of their library cards. Should a card go missing the patron should notify the library. Replacement of lost cards costs $1.00. Library cards are renewed annually at the circulation desk to verify that all contact information and account settings are current on the patron account.

Any further questions concerning patron accounts should be directed to the Library Director.

Circulation Privileges

County residents may initially check-out 5 items at a time. Following three months of circulation with no outstanding overdue or lost items, a patron may check out 15 items at a time.

Videos (DVDs/Blu-Rays), Launchpad tablets, and WiFi hotspots, may be checked out for two weeks, and are not renewable. Launchpad tablets and WiFi hotspots are only checked out to Duchesne County adult accounts. One Launchpad tablet per adult account at a time may be checked-out while only one WiFi hotspot per household may be checked out. All other items may be checked out for three weeks. An item may be renewed once for another three weeks if it is not on hold for another patron; otherwise, it must be returned. After renewing an item once and the item is not on hold, a patron may re-check-out the item (three weeks and the possibility of another renewal) upon presenting the item at the circulation desk for the new check-out. Videos, Launchpad tablets, and WiFi hotspots may be re-checked out for two weeks by following this procedure.

Duchesne County Library System, Uintah County Library, and Wasatch County Library enjoy a borrowing agreement as a consortium (partnership). Patrons of those counties or the Uintah and Ouray reservation have access to the physical collections of Duchesne Library, Roosevelt Library, Uintah County Library, and Wasatch County Library and may check-out, check-in, and place holds at any of those branches or on Duchesne County Library System's online catalog. Holds on items will be held at the patron's home branch for one week following the item's arrival at the home branch. Patrons will be notified by e-mail of the item's arrival. If an item hasn't been picked-up in one week it will be given to the next patron who has a hold on the item or returned to the owning library unless the patron has contacted the library and made an arrangement to pick-up the item soon. If the arrangement isn't honored, the item will be given to the next patron hold or returned. Patrons may ask for their hold to be suspended for a time, allowing other patrons to borrow the item in the meantime.

Minors under 17 years of age may not check out R-rated or Un-rated videos (not including "Not-rated") or Mature-rated television programs without the parent/guardian present and giving permission at every check-out of such an item. They also cannot access such content in the digital collections.

Digital collections including eBooks, audiobooks, magazines, video, and music are also available through Utah's Online Public Library *OverDrive* platform and Duchesne County Library's *hoopla* platform. The lending period varies between titles in both platforms. In *OverDrive*, patrons may checkout 15 items at a time. If not on hold, the option to renew an item appears three days before the check-out's expiration date. Patrons may place 9 titles on hold at a time. A notification e-mail will be sent when a hold is available. Patrons have three days to check-out the title, otherwise the hold is cancelled. Patrons may suspend holds from one week to three months. In *hoopla* patrons may checkout 5 items a month. All items (except minor-prohibited content) are available to circulate at any time by all patrons, making holds and renewals nonexistent. Duchesne County, Uintah County, and Wasatch County Libraries cannot share digital collections due to licensing restrictions.

Limited Student Accounts

Acknowledging that lost fines on a parent's/guardian's account or their unwillingness to open an account themselves presents a barrier to some young students to utilize library services, the library offers a limited student card. Students age 11 and up are eligible for this card which will allow only 3 physical item check-outs at a time, with a maximum of 1 audiobook or Playaway at a time. Access to digital

collections and library computers are included. Students do not have access to minor-prohibited physical or digital video content.

To obtain a student card, the student must prove their student status by providing one of the following: a student picture ID, their report card, or an official document from their school with the school name and student's name on it. A written notice will then be sent to the mailing address provided notifying the parent/guardian about the new account. Parents/guardians may visit or contact the library to cancel the account or adjust its privileges at any time. The account may be upgraded to a regular account by following the previously outlined regular minor account procedure.

Parents/guardians of homeschool students must come to the library with their student to open this type of account.

State Interlibrary Loans, Book Buzz, & Materials for Patrons Who Are Blind and/or Disabled

There are various collections outside of the Duchesne/Uintah/Wasatch County consortium that resident patrons may also take advantage of including interlibrary loans, Book Buzz, and materials for the blind and/or disabled.

If there is a book that a resident patron seeks that none of the branches in the consortium own and the item is old or very costly to acquire, the patron's home branch staff may search the state interlibrary loan (ILL) service to find a library nationally that will borrow the item for a limited time.

For local book clubs, the Utah State Library offers "Book Buzz," a collection of multiple copies of popular book titles that may be loaned for book club use. Patrons may check the availability of titles and place holds on sets of books with the assistance of the patron's home branch library staff.

The loan periods for both of these services are set by the lending library/state library and renewals are sometimes possible if the patron requests the renewal at least one week before the item's due date. The lending library reserves the right to deny the renewal. Items must be returned to the patron's home branch so the branch can return the items to the lending library. Patrons are responsible for the costs of damaged or lost items.

Due to the increased responsibilities of these collections, resident patrons must have had an account for three months, have no outstanding overdue or lost items, and must verify their current phone number, mailing address, and e-mail address before they may submit requests for these collections.

Materials for patrons who are blind and/or disabled are available through the Utah State Library for the Blind and Disabled including braille, large print, and audiobooks. Patrons may apply for this service at blindlibrary.utah.gov

Fines

Due to the library system's limited resources fines are assessed to replace lost or damaged items. They include:

- Low damage including minimal rips, minimal marking, repairable binding – Up to 30% of item cost.
- High damage making an item unusable including damaged discs, missing pages, water damage, animal damage, marking throughout item – Cost of item replacement.
- Lost items – Cost of item replacement.

Items that are one month overdue (long overdue) and are on hold (reserved) for other waiting patrons will be replaced. The cost of the new item will be charged to the delinquent account. Long overdue items that have not been replaced and are in good condition will only be charged a $3.00 late fine per item. Otherwise, no other late fines accrue, including on items that are not long overdue.

A patron's circulation privileges will be suspended if they have any overdue items or their account's total outstanding fines exceed $10.00 until they return all overdue items and pay off enough of their fines to total less than $10.00 owed.

Non-residents

Non-residents of Duchesne, Uintah, or Wasatch counties, or the Uintah and Ouray reservation, may acquire a limited card. They must present ID and provide a current phone number, mailing address, and e-mail address. Non-residents may then check-out 4 physical items. After 3 months of circulation with no outstanding overdue or lost items, the patron may check-out 10 items. Non-residents may not: access Duchesne County's digital collections, check-out Launchpad tablets or WiFi hotspots, or place requests for state Interlibrary Loans or Book Buzz.

Policy Review

This policy shall be reviewed at least once every three years by the Duchesne County Library System Board of Trustees.

Reviewed: May 25, 2021
Adopted: June 15, 2021
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