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—physical and digital—for all county patrons, including residents of the Uintah and Ouray reservation. Access to physical collections is also provided to residents of western Uintah County. To provide equitable access to the limited resources, this policy outlines a patron's circulation privileges and consequences for non-compliance.

Library Accounts/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 due to each county's digital resources contracts.

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 the 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. Otherwise, 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 is current on the patron account. Library cards that have not been renewed in over 3 years are considered inactive and may be deleted if there are no lost item fees attached.

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

Circulation Privileges

Residents of Duchesne County and the Uintah and Ouray Reservation 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. Two Launchpad tablets per adult account at a time may be checked-out while only one WiFi hotspot per household may be checked out. WiFi hotspots and Launchpad tablets may not be checked out during limited checkout periods including the initial 3 months of an account or other limits as deemed appropriate by branch management. All other items may be checked out for three weeks. These items 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 more 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 on 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 Unrated 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 *Libby* platform and Duchesne County Library's *hoopla* platform. The lending period varies between titles in both platforms. In *Libby*, patrons may check out 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 email will be sent when a hold is available. Patrons have three days to check-out the title, otherwise the hold is canceled. Patrons may suspend holds from one week to three months. In *hoopla* patrons may check out 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.

Other Limited Accounts

Other limited library accounts are available for those who cannot open a county resident or regular county minor account. These include: 1) student account, 2) non-resident account, and 3) homeless account. Each of these accounts allows 3 physical item check-outs at a time and access to library computers. None of the accounts can check-out Launchpad tablets or WiFi hotspots, or place requests for state Interlibrary Loans or Book Buzz. None of these accounts allow a minor to check-out minor-prohibited content. Only non-resident accounts may begin to check-out 10 items at a time after 3 months of circulation and no outstanding fines or overdue items. Non-resident accounts also do not have access to digital collections. An account for a minor experiencing homelessness cannot be created and attached to an account of an adult experiencing homelessness until the adult account has existed for 3 months, has no overdues, and fines are settled. These accounts are opened as follows:

Student

Student accounts are for enrolled students age 11 years and up whose parent/guardian will not open their own account and the minor's account, or the parent/guardian account has unsettled lost fines. The student must prove their student status by providing one of the following current documents: 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 minor account by following the regular minor account process. Parents/guardians of homeschool students must come to the library with their student to open this type of account.

Non-resident

Non-residents of Duchesne, Uintah, or Wasatch counties, or the Uintah and Ouray reservation, must present a current photo ID and provide a current phone number, mailing address, and e-mail address.

Homeless

Patrons that are currently homeless must present a current photo ID and provide, if possible, a current phone number and email address.

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 does not comply with the library's collection development policy, 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 Division 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 the 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 may be returned without charge; however, check out limits may be lowered if many items were 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.

Policy Review

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

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