



CIRCULATION POLICIES

LAST UPDATED

11/28/2017

The Library's mission is to empower our community through free and open access to relevant, informative, and engaging resources and services.

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Borrower's Policy

Revised 7/14/2015

Revised 7/12/2016

Reviewed 2/28/2017

Revised 12/12/2017

The Bullitt County Public Library encourages everyone to use and enjoy public libraries. While many of our services are available to everyone, the ability to sign up for a library ~~card~~ account and borrow library materials does have certain eligibility requirements that must be met. In order to be eligible for a Bullitt County Public Library ~~card~~ account, a patron must either be:

- A Bullitt County resident;
- A resident of a neighboring county (Hardin, Meade, Nelson, Spencer, or Jefferson);
- A Bullitt County land owner;
- An employee of a business within Bullitt County; or,
- A student attending a Bullitt County school

Visitor ~~cards~~ accounts can be obtained on a month-to-month basis with proof of current address (see below for requirements).

To apply for a library ~~card~~ account, all patrons or their parent, guardian, or responsible party must show identification and proof of current address. Acceptable forms of identification include:

- Driver's license
- Picture ID
- Work ID

Acceptable proof of current address include:

- Current billing statements
- Recent mail addressed to a residence
- Current pay stub

Adult ~~cards~~ accounts will be issued to patrons aged 18 and older. Patrons under the age of 18 will be issued a juvenile ~~card~~ account and must have a parent, guardian, or responsible party sign their application form; the person that signs the application card must also have a Bullitt County Public Library ~~card~~ with an account in good standing. Patrons must be present to sign up for a library ~~card~~ account. Patrons under the age of 18 are eligible to receive an adult ~~card~~ account if a parent, guardian, or responsible party signs a permission form.

Parents and/or caregivers of those patrons over the age of 18 that require special care may be listed as the responsible party upon request.

Bullitt County Public Library ~~cards~~ accounts are valid for periods of one year. ~~Cards~~ accounts may be renewed as long as the patron is still eligible, in good standing, and not over any fine limit. Proof of current address is required in order to renew a library ~~card~~ account.

Alternative Account Types

Restricted ~~cards~~ accounts may be issued to patrons below 18 years of age if they are unable to have a parent, guardian, or responsible party sign their application form. These ~~cards~~ accounts allow the checkout of a limited number of items and access to some online resources. Restricted ~~cards~~ accounts expire annually on the date determined by the Bullitt County Board of Education as the beginning of the new school year.

Digital Only account registration allows patrons to sign up to use a collection of Library databases and digital services via the Bullitt County Public Library website. Digital Only accounts may not be used to check out physical materials. Patrons may convert a Digital Only account to a regular adult or juvenile account by visiting a branch and presenting acceptable identification. The Digital Only account is available to patrons of all ages; however, in compliance with the Children's Online Privacy Protection act, registration for children under the age of 13 must be completed by the parent or legal guardian.

Circulation Check Out Policy

Revised 1/12/2016

Revised 7/12/2016

Revised 8/9/2016

Revised 1/10/2017

Revised 12/12/2017

The Bullitt County Public Library provides access to a broad range of circulating resources that consist of different media formats, some of which take more time to fully take in than others. In order to make these resources available to as many patrons as possible while minimizing time spent waiting by other interested patrons, the Library has to implement the following rules governing the circulation of Library materials:

Material Totals

Library patrons with regular accounts in good standing may borrow up to a maximum of 50 items total on their account. Patrons with restricted or out of county accounts may borrow up to a maximum of 5 items total. **Patrons with digital only accounts may not borrow any physical items.** Some material types have borrowing limits regardless of the total number of items a patron currently has checked out, and some are not available based on the type of account. Those include:

FORMAT	LIMIT
Blu-rays and DVDs	8 items per format. <i>Only adults can check out Blu-rays and DVDs. Children under 18 can obtain adult privileges if a parent or legal guardian signs an Adult Privileges Form.</i>
Music CDs	5 items per format.
Kits	1 kit. <i>Only adults can check out kits. Children under 18 can obtain adult privileges if a parent or legal guardian signs an Adult Privileges Form.</i>
Playaway View/Launchpad	1 player.

	<i>Only adults can check out Playaway Views or Launchpads. Children under 18 can obtain adult privileges if a parent or legal guardian signs an Adult Privileges Form.</i>
Lucky Day Books	2 books.
Lucky Day Blu-Rays/DVDs	2 items total, not per format. <i>Only adults can check out Blu-rays and DVDs. Children under 18 can obtain adult privileges if a parent or legal guardian signs an Adult Privileges Form.</i>
Downloadable Materials	Limit varies per platform. As these materials do not show up on patron library accounts, these materials do not count toward the maximum item limit.

Loan Periods

Loan periods, the amount of time between when an item is checked out and when it is due back, vary by format. Some formats do offer the opportunity to renew, though the option to renew an item is dependent on whether or not the item is being requested for check out by another patron or patrons.

FORMAT	BORROWING PERIOD
Books	Initial Loan Period: 21 Days Renewals: Up to two renewals for 14 days each
Books on CD	
Interactive Computer Software	
Magazines	
Audiobook MP3 on CD	

Playaway Books	
Kits	Initial Loan Period: 14 Days Renewals: One renewal for 14 days
Lucky Day Books	Initial Loan Period: 14 Days Renewals: No renewals
Playaway View	Initial Loan Period: 7 Days Renewals: One renewal for 7 days
Downloadable Materials	Loan periods vary per platform
Blu-rays DVDs Music CDs Playaway Launchpad	Initial Loan Period: 7 Days Renewals: No renewals
Lucky Day Blu-Rays/DVDs	Initial Loan Period: 3 Days Renewals: No renewals

Overdue Fines

Overdue Fines occur when an item is returned after the due date has passed. The fine amounts for the various formats are as follows:

FORMAT	FINES
Lucky Day Blu-Rays/DVDs	\$1 per day late per item
Blu-rays DVDs Music CDs Lucky Day Books	\$.50 per day late per item
Downloadable Materials	These materials do not require returning so there are no possible late fees
All other formats	\$.05 per day late per item

Lost, Damaged, and Overdue Materials Policy

Revised 8/9/2016

Revised 3/28/2017

The Library believes that, as part of the borrowing contract, borrowers are responsible for returning library materials in a timely manner and those items must be in the same condition that they were in when checked out. In addition, the Library sets fines on overdue circulating materials in order to encourage patrons to return items by the set due dates. The types of materials that the Library circulates, along with corresponding check out limits, due dates, and overdue fines for late returns, can be found in the Library's Circulation Policy.

If an item checked out to a patron is reported lost, or if it is not returned within 100 days of the due date, the Library will charge the patron a fee equal to the full retail price of the material. Overdue fines will continue to accrue to the overdue fine cap until the item is returned or the replacement fee is paid. Once the item is paid for, it becomes the property of the patron. The Library is not able to refund a patron if he or she finds the item after paying the lost materials fee. The Library is not able to accept replacement copies of lost materials in lieu of payment.

The Library charges to replace missing parts or to repair or replace damaged library items. Water, food, and dirt can cause mold growth in books. Extreme heat or direct sunlight may harm audiovisual library items. Patrons are responsible for paying replacement charges for any materials that are damaged while checked out on their library account.

Library items that are returned with parts missing will either remain checked out to the borrower until all the parts are returned. If the parts are not returned within 100 days of the due date a replacement fee will be charged to their account. The replacement fee will be waived if all parts are returned before billing, though overdue fees may still apply.

The Library assumes no liability for the use of audiovisual library items, including but not limited to CDs, DVDs, and videos or for the equipment on which these items are played. If an audiovisual item that a patron has borrowed malfunctions or has sustained damage by the previous user, please notify a library staff member so it can be repaired or replaced.

Patrons will be notified of their overdue material by telephone or email. If a patron does not return overdue material within 100 days of the due date, the material will go to lost status and a notification will be sent to inform the patron of lost material by U.S. mail.

The overdue fine will continue to accrue until the fine on each item matches the current cost of that item or the maximum fine limit is reached for an account. All library accounts have a maximum fine cap of \$20.00.

If a patron's unpaid fines and fees exceed \$10.00, the borrower's card will be blocked until all of the fines and fees have been paid. No renewals or new checkouts of items will be permitted. Patrons with materials overdue for more than 100 days will have their cards blocked until the overdue materials are returned.

Pest Control Policy

Created 6/27/2017

Prevention

The Bullitt County Public Library actively works toward the prevention and containment of pests, including rodents and insects of all kinds, in the Library and library materials. Staff members are trained on pest prevention, containment, and elimination procedures and act quickly to eliminate any known issues in the Library. An inspection or treatment may be ordered at any time deemed necessary by the Library Director.

In following prevention techniques, the Library will ensure that:

- Ongoing monitoring is in place to ensure prompt and appropriate response;
- Proactive measures are taken to reduce the risk to staff and patrons;
- Qualified pest control companies are contracted to work in our facilities;
- Procedures and policies are reviewed regularly to ensure they remain current and consistent with best practices;
- Staff are kept informed of best practices for pest prevention and response and are actively engaged in reducing the risk of infestation.

All materials are inspected and cleaned when returned to the Library. Any item exhibiting signs of bugs of any type, including bed bugs and roaches, is immediately treated or discarded. Items to be treated are placed in a plastic bag or container and sealed. The items are then placed in a special heater designed for bug treatment and heated to a recommended high temperature for a time long enough to kill the pests. After treatment, staff will inspect the items to determine if they can be saved or must be discarded. Items containing bug stains of any kind are not salvageable and must be discarded. Damaged and discarded items are charged to the borrower at replacement value. Items deemed to be in good condition are cleaned and returned to circulation.

Library staff will routinely inspect all areas of the Library including furniture, stacks and carpeted areas for signs of infestation of pests, including rodents and insects of all kinds. Any signs of suspected infestation detected by staff or reported by Library patrons will be promptly reported to the Library administration for further inspection and response.

If a patron finds a bug or pest in library materials, the Library asks that the patron immediately place the library material(s) in a plastic bag with a white sheet of paper and seal it as tightly as possible. Re-sealable "Ziploc" type bags are recommended and patrons are asked to seal the bag opening with tape to ensure secure closure. We ask that the patron return the material to the Library in the sealed bag and notify staff of the problem when the material is returned. We ask that the patron does not

use book drops or return bins at lending for materials with possible issues, but hands them to staff. Materials will either be treated or discarded at the Library's discretion.

Patrons are prohibited from self-treating Library materials that are suspected to contain bed bugs. Patrons will be held responsible for any damages sustained to Library materials during an attempted self-treatment. Successfully eradicating bed bugs requires professional procedures and equipment contracted by the Library.

Patrons wishing to donate material to the Library are kindly asked to inspect materials prior to donating them to the library and to deliver them to the loading dock or leave them outside for inspection. Library staff will perform an intake inspection as soon as possible. The Library reserves the right to discard materials with signs of past or present bug activity.

Pests in Library Materials

In order to keep the Library a safe place for all patrons to borrow materials, patrons who return items with obvious signs of pests may have borrowing privileges suspended. The following procedures will be followed for all Library users:

First Occurrence

The first time a borrower returns materials with signs of bugs, staff will:

- Speak with the patron about what was found in the materials in a non-confrontational and confidential manner. Show them the materials and bugs whenever possible.
- Suggest ways the patron can address the issue (keeping materials in closed containers at all times when not being used, inspect them before return, talk with landlord or management if they live in a congregate living facility, etc.)
- Offer information about bug treatment options.
- Explain that no more than three items may be checked out on the patron's account as well as each individual connected accounts at any given time until the patron provides to the Library Director proof of treatment such as a bill from an exterminator or a notice of treatment from a landlord. Or, if no other signs of bugs are found in returned materials for a period of three months, the Library Director, upon request by the patron, may reinstate full borrowing privileges. Further sightings at any time will be considered a second occurrence, even if privileges have been reinstated.
- Explain that if bugs or signs of bugs are found in returned materials again, borrowing privileges for the patron's account and all connected accounts may be suspended until the patron can demonstrate that their home has been treated.
- Complete an incident report to be filed in the Library Director's office.
- Note the problem on the patron record.

Second Occurrence

The second time a borrower returns materials with signs of bugs, staff will:

- Speak with the patron about what was found in the materials in a non-confrontational and confidential manner.
- Show them the materials and bugs whenever possible.
- Suspend all borrowing privileges by placing a block on the patron's account as well as each individual connected account.
- Explain that borrowing privileges have been suspended until the patron provides to the Library Director proof of treatment such as a bill from an exterminator or a notice of treatment from a landlord.
- Complete an incident report to be filed in the Library Director's office.
- Note the problem on the patron record.

Interlibrary Loan Policy

Revised 8/8/2006

Revised 10/11/2016

Borrower's Guidelines

People who have library cards and are borrowers in good standing may use the Library's interlibrary loan services to borrow books not part of the library's collection. If a requested item is available from another institution participating in the statewide courier service, no fees will be required. If the item can be found by a non-participating institution, the requesting patron is responsible for a \$1.00 per item handling fee or the cost of one way postage, whichever cost is greater. Due dates are set by the lending institution. Some libraries allow material to be renewed, others do not.

If materials are not returned the library patron is responsible for all fines and processing fees. If materials are requested and not picked up, library patron will be assessed one way postage charges and the library reserves the right to deny future interlibrary loan requests.

Patrons may request as many items as they need, but can only take five out of the library at a time.

Some lending libraries place restrictions on check out, such as restricting materials to be used in the library only. These additional restrictions must be agreed to before an item will be requested by the Library.

Lending Guidelines

Not all items that the Bullitt County Public Library owns are eligible to be sent to other libraries via interlibrary loan. Books published within the last year or on the new book or rotating shelves are not permitted to be interlibrary loaned. Additionally, no reference or genealogy collection materials will be available through interlibrary loan.

Only materials that are readily available will be sent.

Books will check out for a 28 day loan period. One 14 day renewal period may be granted upon request, depending on local demand for the material.

Lending institutions are responsible for the return of materials and collecting any fines or lost book charges from the person requesting the book. Books that are loaned to other libraries and lost, will be assessed a processing fee of \$5.00 in addition to the price of the book.

History Museum Checkouts

Approved 02/08/2005

Revised 10/11/2016

The Bullitt County Public Library will allow sharing of non-circulating microform and other material from the Ridgway Memorial's genealogy collection with the Bullitt County History Museum and Research Room. Only one item may be borrowed at a time. It must be returned the same day it is checked out. A worker or volunteer from the museum must call the library's circulation department in advance of coming over to the library to borrow the item. The library will place a temporary slip in place of the items so library patrons coming in to use the material will be able to learn of its current status. The library reserves the right to change or cancel this policy at any time.

Patron Records Policy

Created 12/12/2017

Patron records are considered confidential information. Access to the data in a patron record should not be shared with anyone unless that person has the proper right to access the information. (See Confidentiality, Open Records, and Open Meetings policy for more details.)

In accordance with KRS 61.931-934 and applicable policies adopted by the Department for Local Government, the Library will take every reasonable precaution to ensure that any personal information that is kept by the Library for any purpose is safeguarded from unauthorized access.

Release of patron information

Adult patrons will be given full information about their accounts (or any juvenile accounts for which they are the designated parent or legal guardian) when they present their library card or acceptable identification. In the absence of a library card or acceptable identification, the Library will release only the number of items checked out to the patron and the due dates of those items when the patron provides the correct address and phone number on the account.

Juvenile patrons will be given full information about their accounts when they present their library card or (in the absence of their library card) their name, address, phone number, and birthdate.

Approved caregivers will be given full information about any juvenile account (when they present acceptable identification) for which they are listed as an approved caregiver.

Purging patron records

Patron records will be periodically purged from the database in order to maintain its integrity. The Library will determine the need for purging patron records and the parameters for purging those records.

Patrons whose records have been purged must complete a new library card application in order to use the Library. There is no charge to replace a patron's card that has been purged from the database.