

# Parsons Memorial Library Circulation & Overdue Policy

Individuals of all ages are welcome to register for a Parsons Memorial Library card for free.

## Resident & Non-resident Library Card

In keeping with Parsons Memorial Library original charter of establishing a community library; anyone can obtain a library card at no charge. All card holders will have the same privileges and obligations, including access to Inter-Library Loan services.

## Youth Library Card

All children under 16 must have a parent or guardian with a valid Parsons Memorial Library card present in order to register.

## Patron Obligations

Use of the library card implies acceptance and adherence to all regulations of the Parsons Memorial Library. Patrons are responsible for all materials checked out on their library card.

Materials may not be checked out to another individual's card.

Parents and guardians alone have the responsibility to monitor, guide, or restrict their child's reading or library use. Parsons Memorial Library strongly encourages parents and guardians to talk with their children about the materials they access at the library. Holds for patrons under age 16 will be given to parents without prior permission from the child.

All registrations expire after 1 year, at which time library staff confirm current address, phone number, and email. Patrons will also be asked to review the library circulation policy. Registrations that are inactive for 3 years will be withdrawn.

Misuse of library materials, negligence in returning materials, or failure to make proper restitution for missing or damaged materials may cause library privileges to be discontinued.

## Loan periods

All circulating materials may be checked out for three weeks or two weeks for inter-library loan material. Renewal of material may be available if the material is not being requested by another patron.

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Patrons have 10 days to pick up an item on hold. If the item has not been picked in that time period, the item will be placed back in regular circulation or returned to the lending library.

Circulation limits, if necessary, will be set by the library.

## Overdue Policy

The Parsons Memorial Library has eliminated overdue fines on late materials. It is our sincere belief that the books, movies, and other materials will be returned on time, in a spirit of community sharing. Gentle reminders, along with compassion toward extenuating circumstances, are used to prompt patrons to return overdue items.

Parsons Memorial Library will contact patrons with courtesy reminders of overdue materials through calls, emails, or letters. If materials are not returned within 4 weeks after the due date, a bill for replacement cost will be sent. Privileges will be revoked and remain so until the bill has been settled or materials have been returned.

Parents/Guardians are responsible for debts incurred by children under 16 years of age.

These guidelines may be modified for individual situations at the discretion of library staff.

## Confidentiality

All circulation records of Parsons Memorial Library will be kept confidential. This includes records identifying names of users with specific materials and all registration files identifying names, addresses, and telephone numbers.

Any information regarding patron use, including the identity of an individual who borrows or uses any materials, resources, or services of the Library, may not be disclosed except by court order, with the following exceptions:

- to persons acting within the scope of their duties in the administration of the Library;
- to the individual who borrow or used the materials, resources, or services in question.