

## Patron Borrowing, Circulation, Fees & Fines

### Eligibility

Chadwick Public Library District is a tax-supported public library. This means that people residing within the jurisdictional boundaries of the District pay taxes to support the library. Those people who live within the boundaries of the Library District need pay no additional fee to be eligible to be issued a library patron card. Library patron cards are renewed annually without cost, providing the card holder continues to reside within the boundaries of the Library District and remains a patron in good standing.

### Out-of-district

Individuals residing beyond the jurisdictional boundaries of the Library District and within the boundaries of another public library district may use the Chadwick Public Library but must use their home library card. All out of district patrons requesting to check out on their home library cards must be patrons in good standing there and their status will be checked by the Chadwick Library Director or clerk before checking out any items to their home library card.

Individuals residing beyond the jurisdictional boundaries of the Chadwick Public Library District and not within the boundaries of another public library district **but** owning property within the Chadwick Public Library District, upon presentation of a tax bill bearing the applicant's name, may have one patron library card for the exclusive use of the individual whose name appears on its face. This card is without additional fee.

Individuals residing beyond the jurisdictional boundaries of the Chadwick Public Library District and not within the boundaries of another public library district and owning **no** property within the Chadwick Public Library District may purchase a non-resident card which is good for one calendar year. The Board of Trustees establishes the non-resident fee at the Board of Trustees meeting in May.

### Registration

Adults wishing to register for a patron library card, renew an expired patron library card, or replace a lost, stolen, or damaged library card must present a photo ID showing in-district residence.

Children may have their own library card. When a child registers for a card, a parent with custodial rights must accompany them. Non-custodial parents who are Chadwick Library patrons should check items out for the children on the parent's card. All children must be accompanied by a parent and the parent must sign the registration as well as the child. The parent must hold a Chadwick Public Library card or provide a photo ID showing residence within the Library District.

A probationary period of three (3) months will be imposed on all new library patrons. During this probationary period, the maximum number of items allowed to be checked out will be five (5) items per **family**. All standard library rules, borrowing time and fines will be enforced.

## **Eligibility to borrow**

Individuals presenting valid library cards, issued by Chadwick Public Library District are eligible to borrow materials from the Library if there are no overdue materials charged to their card and if there are no fines charged to their card.

## **Circulation lending times**

Chadwick Public Library circulates all material regardless of format for two week periods. Materials may be renewed twice, but no more than twice without specific prior arrangements being made with the Director and if no one has requested the item.

No more than five (5) items will be checked out to a card.

There will be no “automatic” renewals. All renewals must be requested in person, by telephone during library hours, by fax, or by emailing [renewalscpld@yahoo.com](mailto:renewalscpld@yahoo.com).

## **Circulation – reserve**

Patrons may reserve materials which are not immediately available for patron use, but are in the CPLD collection.

When the reserved item is available, the patron will be called once. Reserved items will be held for three (3) days

Approved this twelfth of July, 2011