

**PASCO COUNTY LIBRARY SYSTEM
POLICY MANUAL**

SECTION: PUBLIC SERVICES

POLICY TITLE: CIRCULATION OF LIBRARY MATERIALS

EFFECTIVE DATE: DECEMBER 1993

**REVISED: NOVEMBER 1994
JANUARY 2004
MAY 2006
AUGUST 2008
DECEMBER 2008
JANUARY 2010**

Acceptance Statement:

The Pasco County Library System considers use of any of the materials owned by the Library to constitute acceptance of the Circulation Policy.

Philosophy:

The Pasco County Library System provides service to all without discrimination, regardless of age, sex, race, philosophy, lifestyle or human condition. The library seeks to have as few restrictions on the flow of materials and information as possible while protecting the library resources. All materials are available for use by everyone. Parents who want their child's access to materials limited must monitor their child's use of the Library themselves.

The library circulates materials in many formats, but some materials are limited to in-library use only and do not circulate

The objective of the Circulation Policy is to balance the Library's purpose of supplying information with the need to monitor and retrieve library materials so they are available for others.

Loan Periods and Limits:

A patron whose residency has been verified and who is in good standing may have as many as twenty-one (21) items checked out at one time.

Most Pasco Library Cooperative items circulate for 21 (twenty-one) days. Exceptions are videos and DVDs, which can be borrowed for 7 (seven) days, and Best Sellers/New Books, and Magazines, which can be borrowed for 14 (fourteen) days.

Materials borrowed from other libraries through the regional loan network (Alleycat/IBorrow) circulate for twenty-one (21) days or as instructed by the loaning library.

Renewals:

One renewal is allowed for a period equal to the standard loan period, **if the item is not on hold for another patron.** Materials can be renewed by calling any library location, through the webpage or by visiting any library location in person. Library users who wish to renew by phone or via the webpage are advised to do so in advance of the due date in case their items cannot be renewed.

Return of Items:

All items must be returned by the end of the circulation period. They may be returned to any Pasco County Library Cooperative location, either inside the building or in the bookdrop.

Requests:

A request (or hold) may be placed on any circulating item. Requests are filled on a first-in-first-out basis as entered into the computer system. A patron may have up to fifteen (15) requests in the system at one time.

A notification is sent when an item becomes available for pick-up. Requests are kept on the shelf for pickup for 8 (eight) days.

If several items become available to a patron at the same time, the patron may elect to pickup some of the items and have the others held at the library up to the last day of pickup. Materials will not be held beyond the pickup date.

Overdue Notices:

Overdue notices are a courtesy of the Library System and are sent at the Library's option. Failure to receive an overdue notice does not relieve the patron of the responsibility of returning materials on time. **Failure to receive a notice will not be considered grounds for waiving a fine,** as library users are responsible for keeping track of the due date of their library material. No overdue notices are sent by U.S. Mail.

Lost Cards:

Patrons who have reported a lost patron card will have their card made inactive until such time as they can come to the library to secure a new patron card. This is done to protect the patron from other's unscrupulous use of the lost card.

Violation of Policy:

Borrowing privileges may be denied to:

- Patrons who accrue fines above the library set limit or who have been referred to the collection agency.
- Patrons who have reported an excess of claims returned materials or lost materials
- Patrons who have applied for multiple borrower cards under different names and addresses
- Patrons who have applied for borrower cards with false addresses