

ARTICLE 2: CIRCULATION POLICY

2.01 PATRON REGISTRATION

2.01A CITY OF LEON VALLEY RESIDENTS, PROPERTY OWNERS, AND BUSINESS OWNERS

Library membership is free to all Leon Valley residents (zip code 78238 or 78240), property owners, and business owners. Proof of residency or ownership is required when applying for membership. Proof may include but is not limited to:

- a) Valid driver's license
- b) Water or utility bill and a picture ID
- c) Personal check and a picture ID
- d) Lease agreement and a picture ID
- e) Other proof of residence as determined by the Library Director

Post office boxes and general delivery mailing addresses cannot be used as proof of residency or business ownership.

2.01B OUT OF TOWN RESIDENTS

Library membership is available to non-residents, or persons living outside the City of Leon Valley limits by

- a) Presenting a valid form of identification & proof of residence, and
- b) Paying a fee as indicated on Library Schedule of Fees ([Attachment 1](#))

2.01C CHILD & YOUTH REGISTRATION

A child is defined as a minor up to the age of 13 years old. A Youth is defined as a minor between the ages of 13 and 16.

Any child or youth who can sign their first and last name is eligible for their own membership.

- a) A parent or legal guardian must sign the child or youth's registration form.
- b) Proof of residency must be provided at the time of registration.
- c) The child or youth must be present to receive the library card.
- d) The adult signing the child or youth's membership registration is responsible for all materials checked out.

2.01D ALTERNATIVE YOUTH REGISTRATION

If a youth does not have access to a parent or guardian or a permanent residence, they can receive a membership by providing a state or school ID and one of the following:

- a) A letter of recommendation from a teacher or councilor
- b) A letter of recommendation from their education liaison
- c) Approval from the Library Director

2.01E DIGITAL ACCESS REGISTRATION

If a person does not meet any of the previous registration guidelines (2.01A – 2.01D) they are eligible for a Digital Access Membership which provides access to:

- a) Digital eBooks
- b) Digital audiobooks
- c) Digital databases
- d) Computer access

A digital access membership does not allow a member to check out any material or request materials by Interlibrary Loan (ILL).

2.01F CITY OF LEON VALLEY EMPLOYEES

Current employees of the City of Leon Valley may receive a Leon Valley Public Library card without fee or proof of residence.

2.02 MEMBERSHIP RENEWAL

Library memberships are issued for a one-year period. To renew a card:

- a) All fines and all other debts must be paid in full.
- b) Children's cards will be renewed without having a parent or guardian sign again.
- c) Must verify registration information. Changes in residency require new proof of residency.
- d) Any annual fees must be paid according to the current Library Schedule of Fines and Fees ([Attachment 1](#)).

2.03 REPLACEMENT CARDS

Library cardholders are encouraged to keep their library cards in a secure place. Should a library card become lost or stolen, it is the responsibility of the cardholder to notify the library immediately.

Any charges charge for replacement cards are based on the current Library Schedule of Fees ([Attachment 1](#)).

2.04 PATRON RESPONSIBILITIES

All Leon Valley Public Library cardholders agree to comply with the Leon Valley Public Library Rules and Regulations ([Attachment 2](#)) when they fill out their membership application form ([Attachment 3](#)), Habitual or severe abuse of library rules and regulations, may result in denial of library services as outlined in the Leon Valley Public Library Rules and Regulations ([Attachment 2](#)) or as determined by the Library Director.

2.05 CIRCULATION OF LIBRARY MATERIALS

2.05A CARD USE

Library materials may not be checked out until a library card is issued. Only the assigned member or approved persons may use any individual card.

2.05B LOAN PERIODS

- a) All circulating library materials are checked out for a period of 14 days. Materials without a waiting list may be renewed up to two times.
 - b) Interlibrary Loan (ILL) materials are due by the date indicated on check out slip which is determined by the lending library.
 - c) Additional renewals and extended loan periods must be approved by the Library Director.
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2.05C CIRCULATION LIMITS

Due to the nature of certain materials, the library has enacted circulation limits for the following items:

- a) Non-circulating materials such as reference, periodicals, archives, and other materials deemed out of circulation by the Library Director are not available for check out. Limited copying of non-circulating materials may be available, free of charge, if photo-copying does not violate our Copyright Policy ([See Copyright Policy](#)) or Copyright Law ([Attachment 4](#)).
 - b) An individual may have up to 25 items checked out at any given time on their library card.
 - c) An individual may have a total of 5 DVDs checked out at a time.
 - d) Specific titles, authors, subjects or special collections may be temporarily limited due to high demand or at the discretion of the Library Director.
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2.05D RENEWALS

Library materials may be renewed in person, by phone, online, or by email. Presentation of a Library card is not required for renewal of materials. Items that are on reserve for other patrons may not be renewed.

2.05E RESERVES

Materials may be reserved in person, by phone, online, or by e-mail. Persons will be notified when the item becomes available.

2.06 OVERDUE AND LOST MATERIALS

2.06A OVERDUE FINES & NOTIFICATIONS

Overdue fines will follow the Leon Valley Public Library Schedule of Fines and Fees ([Attachment 1](#)):

- After seven days past due, members will be notified by their preferred method of notification.
- After 21 days, members will receive a second notification.
- After 45 days, all materials will be presumed lost.

2.06B LOST OR DAMAGED MATERIALS

Library members are responsible for all materials checked out to their account and are liable for any damages or losses to materials.

- a) If the materials are lost, the patron will be charged the cost to replace the materials based on the current Library Schedule of Fines & Fees ([Attachment 1](#))
- b) If materials are judged to be damaged to the point that they are unsuitable for the collection, the member will be charged the cost to replace the material. The material then becomes the property of the member.

- c) A patron may replace any lost or damaged material with an identical copy or similar material as long as it is approved by the Library Director. Any fees associated with providing a replacement will be based on the current Library Schedule of Fines & Fees ([Attachment 1](#))

The Library will not charge for normal wear of library materials.

2.06C LOSS OF LIBRARY PRIVILEGES

Patrons who do not follow the Leon Valley Public Library Rules & Regulations ([Attachment 2](#)) may lose their library privileges.

Any patron struggling with lost or damaged materials or excessive fines or fees, may request a Request to Maintain Privileges Form ([Attachment 5](#)).