

## **Chapter 4**

### **Use of Materials at the Baright Public Library**

#### **Section 1: Library Card Policy and Reciprocal Borrowers**

Revised & Approved: 3-20-08; August 19, 2010. Revised & Approved: November 17, 2011

Reviewed: August 15, 2013; July 21, 2016. Revised & Approved: September 20, 2018

The Baright Public Library is committed to providing equitable access to materials and to providing lending privileges to community members. To enhance services for residents, the Library has a reciprocal borrowing agreement with the Omaha Public Library (See Appendix G). The Baright Public Library provides family fee (non-resident) cards as well as free cards. Within the library, the use of all resources and materials is free to all. However, the use of the library or library services may be temporarily denied to persons found responsible for the destruction of library property, disturbance of other people, or objectionable conduct on the library premises.

A library card with a Baright Public Library barcode is needed to borrow materials. The library card should be presented each time items are checked out. Cardholders are responsible for the items checked out on their card.

To obtain a library card, all applicants must show identification with their current street address and provide at least one current phone number. Acceptable forms of identification include a current Nebraska state ID, current driver's license or automobile registration, printed checks (personal or payroll), utility bills dated within the past 30 days, business correspondence on official letterhead dated within the past 30 days (no envelopes accepted), current OPL or Ralston library card of another family member, or current lease, mortgage papers or rent receipts that officially state the property address (preprinted forms, no handwritten receipts.) Individuals 18 years and younger will be issued a card after providing correct information, including his/her full name, address, phone number and parent's/legal guardian/s name. The library does not restrict access to materials based upon an individual's age. The library is not authorized to act on behalf of a parent/legal guardian.

If the card is loaned to another individual to use, all fines and fees are the responsibility of the person who signed the library card registration form.

Library cards for residents are renewable every three years. For renewal, the cardholder must appear in person and verify all account information and pay all outstanding fines and fees. If a library card is not used for three years, the card is removed from the system.

Cards are issued at no cost to people who live or own property in Ralston or Douglas County and to people who have a business in Ralston or Douglas County. Cards are also issued at no cost to Omaha Public Library reciprocal cardholders, citizens age 65 and older, active duty military and their household, Ralston School District employees and their household, students attending public or private schools in the Ralston School District and their households, and City of Ralston employees and their households.

Fee cards (paid memberships) are issued to others who do not meet the criteria listed above. The fee card entitles the family to one family card, or one card for every member in the family, if so desired. At Ralston, the fee cards are \$25.00 for 4 months and \$75.00 for one year.

This fee will be paid to either the Baright Public Library or the Omaha Public Library. These cards are renewable. When the fee is paid to one library, use is granted at both libraries through the reciprocal borrowing agreement with Omaha Public Library. When the fee is paid to Omaha Public Library, a Baright Public Library application must be filled out to obtain the BPL barcode needed to check out items.

## **Section 2: Confidentiality of Library User Records**

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Reviewed: November 17, 2011; August 15, 2013; July 21, 2016, September 20, 2018

The library's policy is to preserve the privacy of its cardholder circulation, borrower registration, and usage records and to treat them with confidentiality. These records include, but are not limited to, patron registration data, circulation records, overdue and reserve records, participation in library-sponsored programs, recorded library visits, and/or data that contain information that links a specific person to specific materials or services used. Each person has individual control over his or her borrower's card, and presentation of the card permits access to information about the borrower's current circulation record.

Records will be expunged when the information is no longer needed. The library has no control over any data that a library computer user sends to another computer server during an Internet session. Transactions are erased regularly; however, data can remain on the hard drive and confidentiality of this data cannot be assured.

These records will not be made available to any individual, agency of the state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative power.

Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties. Staff will not disclose personal information collected from library customers to any other party except where required by law or to fulfill a customer's service request.

Library resources may not be used to conduct illegal activities. Nothing in this policy prevents the library from exercising its right to enforce the approved rules of behavior and conduct; to protect its facilities, computer network, and equipment from harm; or to prevent the use of library facilities and equipment for illegal purposes.

Any employee who discloses information in violation of this policy commits an offense and is subject to disciplinary action and may be subject to criminal prosecution.

### **Section 3: Circulation of Materials/ Check-outs and Renewals**

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In order to check out library materials, a borrower must have a valid Baright Public Library card. Most materials will be loaned for a four-week period. Magazines, new fiction, and other designated materials are loaned for a two-week period. DVD's are loaned for seven days. Items may be renewed, providing there is no reserve request on that item. Only upon approval of the librarian may reference books be removed from the library for home use. New magazines are to remain in the library until replaced by the current issue, at which time they may be loaned.

Materials that are not returned by the due date will be subject to overdue charges (fines).

Borrowing privileges will be revoked by the library director or designee if the circulation policy is abused. Abuse of the circulation policy includes failure to return materials on time, failure to pay fines that exceed the established threshold, or intentionally damaging materials.

Records of overdue materials are maintained for a minimum of three years and are subject to the library's policy on "Fees and Recovery of Overdue Materials."

### **Section 4: Fees and Recovery of Overdue Materials and Damaged Materials**

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Individuals who choose to keep materials past the due date, damage library materials, or refuse to settle unpaid fines or fees compromise to some extent their right to privacy. The library will attempt to recover overdue materials and will notify borrowers of unpaid fines and fees. Information regarding overdue materials and past-due fines and fees may be disclosed by the library to a third-party materials recovery agency contracted by the library to recover materials and fines and fees. The library will send overdue notices advising the cardholder of the material that is overdue and the current fine. The library will send a final notice that includes a bill for the material; the final notice will be sent to the responsible party (parent if the cardholder is a minor) stating that the library expects return of the materials or payment of the replacement value of the materials not returned. The library may disclose the records to a third-party materials recovery agency if the materials have not been returned after the final notice. The library will provide sufficient information to allow any individual other than the holder of the borrower's card to settle unpaid fines or fees on that card.

Overdue charges are calculated per day excluding the days the Library is closed. Overdue charges accrue at a rate of five cents (\$.05) per day per item with a maximum fine of \$4.00 per item. The fine automatically stops when a loss is reported. After two overdue notices, the borrower is charged the replacement cost.

Charges for damaged materials will be assessed to reflect the cost of repair and/or entire replacement. The library will offer the damaged item to the borrower when the replacement cost has been paid.

The library recognizes that cardholder circumstances may deem necessary adjustments be made to the overdue charges and delegates the library director or designee the ability to make adjustments. The library director may schedule “Amnesty Day” periodically to promote the return of library materials and waive accrued overdue charges.

### **Section 5: Protection of Copyright**

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The library fully intends to comply with Title 17 of the United States Code, titled “Copyrights,” and other federal legislation related to the duplication, retention, and use of copyrighted materials. A notice of copyright will be placed on the photocopiers and other library equipment capable of reproducing or duplicating photocopied materials.

The library purchases audiovisual materials for loan for personal and home use. In order to show films in the library, the library holds public performance licensing that covers materials from specific production companies. Library staff will follow copyright law in selecting and using materials for public performance at programs.

Original or copyright-free art will be used to produce library publicity items or for creating displays and decorations.

**Entire Chapter 4 reviewed July 21, 2016; September 20, 2018**