

CIRCULATION

LOAN PERIODS: The Southeastern Public Library System of Oklahoma Board of Trustees sets the loan periods and limitations.

Print Materials

Books21 days
New Books.....21 days (with no renewals)
Magazines21 days

Non-Print Materials

DVD's7 days
Music CD's21 days
Audio Books21 days
Launchpads7 days
Equipment.....14 days
E-Books.....21 days or limit by vendors

LOAN LIMITATIONS

Books50 per borrower
Magazines20 per borrower
Music CD's10 per borrower
DVD's6 per borrower
Audio Books20 per borrower
Launchpads1 per borrower

Total Overall = 50 items per borrower

NEW BORROWER LIMIT: For the first two months, a first-time borrower may have no more than five items checked out at any one time.

SPECIAL LOAN PERIODS: Special loan periods for certain materials may be arranged when needed. Items in very high demand, such as runaway best sellers, school group assignment materials, and career test preparation books, may require very short loan periods to allow as many people as possible to use the material in a limited time. In other situations, an extended loan period will be appropriate.

RENEWALS: The loan period for an item may be renewed, provided there are no holds for the item. The number of renewals permitted is two, but the library requires that any item renewed more than once be brought to the library to be renewed further.

NON-CIRCULATING ITEMS: The branch librarian shall designate appropriate materials as non-circulating. These will include most current reference and local history materials, as well as fragile

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or irreplaceable items. The branch librarian may authorize the short-term loan of a non-circulating item as a one-time exception when appropriate.

HOLDS: Accepting requests to hold circulating library materials for specific customers to be next to borrow is a standard library practice. However, limits are required to prevent abuse of this service. The number of current holds per customer shall be ten, and the length of time an item will be held after notification of the customer will be three business days. Also, the branch librarian may decide that holds will not be placed on certain types of materials.

BULK LOANS: Items may be loaned in larger quantities for use in other library service outlets, in outreach programs, or in institutions. For bulk loans made to any group not formally connected with SEPLSO, there shall be a written agreement with the group stating the terms of the loans and with the group accepting responsibility for the care and timely return of the materials.

LOST OR DAMAGED MATERIALS

LOST ITEMS: Payment for lost or ruined library materials is the responsibility of the borrower. The charge shall be the price paid for the item or, if that information is not known, SEPLSO's current replacement charge for the format.

(Note: for charges on items loaned to libraries outside SEPLSO, see the Interlibrary/Interbranch Loan policy.)

DAMAGED ITEMS: To be considered damaged rather than ruined, an item must be visually inspected by the library staff and determined to be fully usable and inviting to users for its anticipated normal service life, with no more than minor repairs (such as taping a torn page or replacing a jacket cover) or cleaning. Materials with water damage are considered ruined.

Payment for library materials damaged on loan is the responsibility of the borrower. Payment for damage to library materials not on loan is the responsibility of the person causing the damage. (Note: materials are considered to be on loan from the time they are checked out to the borrower until they are actually checked in by the library.)

Charges for damage will be based on the extent of the damage and the staff's estimated cost (including time) of needed repairs.

PART OF A SET: If a lost or ruined item that is part of a set can be replaced at a unit price or if the rest of the set is nearly as useful without the item, the charge should be for just that item, at the actual replacement price paid. Otherwise, the charge should be the current list price of the set.

OFFERED REPLACEMENTS: If the borrower of a lost item is willing and able, within 30 days, to provide a suitable replacement, the branch librarian may accept the offer.

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CATASTROPHIC LOSSES: The branch librarian may make an exception to the above charges when the damage or loss has occurred because of the destruction of the structure where the material was located by a catastrophe such as a fire, flood, or violent storm, and where no insurance reimbursement is available to the borrower.

OVERDUES

OVERDUE ITEMS: Borrowed library items returned after the specified due date and time shall be subject to a fine of \$0.25 after 7 days, \$1.00 after 21 days, and \$2.00 after 42 days (days counted as calendar days). An item is not considered to have been returned until it has been received by the library staff and properly checked in.

PRIVILEGES SUSPENDED OR RESTRICTED: Borrowing and Internet privileges are restricted or suspended when items are not returned by the due date, or when the borrower has unpaid charges on file. (See the Suspension or Restriction of Borrowing Privileges policy.)

RETURNING MATERIALS TO OTHER LOCATIONS

RETURNS ARE ACCEPTED: All SEPLSO libraries shall accept the return of materials borrowed from other branches or outlets within the system and see that they are returned on a timely basis to the branch or outlet where they belong.

BORROWERS

ELIGIBILITY: Since the Southeastern Public Library System of Oklahoma (SEPLSO) is a tax-supported institution, anyone residing or paying property taxes in the seven-county SEPLSO service area is eligible to register to borrow library materials. A government or tribal issued photo identification and address verification are required to register.

A current borrower's card from any SEPLSO library is honored on equal terms at all SEPLSO branches. Each branch shall provide its services on equal terms to all residents or registered borrowers of SEPLSO.

VERIFICATION: All persons age 16 and older must present a valid, government-issued photo ID along with proof of residence within one of SEPLSO's 7 counties. If an individual's driver's license has their current address that will be sufficient, if it doesn't, the user must provide documentation that proves their physical address. A utility or rent receipt, insurance card, bank statement, or voter registration card are examples of acceptable documents proving the physical address.

RECIPROCAL PRIVILEGES: The Board may enter into agreements with other library systems by which we agree to honor the cards of registered borrowers in good standing from those systems in exchange for that system honoring our user's cards. To receive reciprocal privileges a user must present their library card from a partnering library system. Currently SEPLSO has such

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agreements with Eastern Oklahoma District Library System (Muskogee) and Southern Oklahoma Public Library System (Ardmore.)

CARDS & EXPIRATION DATES: A current borrower's card must be presented before items may be checked out. Registrations expire at three year intervals, except that non-resident registrations expire in one year. Cardholders must be present to check out materials.

NON-RESIDENTS: People residing outside SEPLSO's legal service area, who wish to borrow library materials, may obtain a SEPLSO borrower's card by paying a \$25.00 annual fee per each legal household.

Full-time students attending colleges located in the SEPLSO service area, military employees, and persons employed within the service area, will be entitled to the same services as residents.

NON-RESIDENT SEPLSO TAXPAYERS: A non-resident owning property and paying taxes in a SEPLSO county is entitled to the same borrowing privileges as a resident upon presentation of proof of property ownership or tax payment in a SEPLSO county.

SYSTEM-WIDE CARDS: A current borrower's card from any SEPLSO library will be honored at any other SEPLSO library. Each branch shall provide its services on equal terms to all residents or registered borrowers of SEPLSO.

VISITOR/TEMPORARY: Temporary residents can receive a temporary library card by presenting a government-issued photo ID and documentation of a current local address and permanent address. Visitor/Temporary cards are valid for 6 months with a 5 item limit. Eligibility will be reevaluated before a temporary card may be renewed for another 6 months.

AGE: there is no minimum age for obtaining a borrower's card. However, minors under age 16 must have their registration form signed by their parent or legal guardian.

RESIDENTS OF SHORT-TERM FACILITIES

Residents and patients of short-term facilities such as treatment centers and halfway houses have generally proven to be very poor risks for taking care of and returning materials they borrow from public libraries, except where the administration and staff are willing to cooperate and assume responsibility. Therefore, the following rules shall apply.

INDIVIDUAL CARDS: A resident or patient of a short-term facility will not be issued an individual SEPLSO borrower's card, unless an administrator of the facility agrees to accept responsibility for all materials borrowed by the individual.

FACILITY CARDS: A facility may be issued a card in its name for use by any resident, provided the administrator has agreed, in writing, to accept responsibility for all materials borrowed with

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the card.

BRANCH LIBRARIAN'S DISCRETION: The Branch Librarian shall have discretion to authorize exceptions of both kinds to this section, particularly where an individual has been or is a registered borrower with a good record at a SEPLSO library or when the administration or staff of a facility has been uncooperative or unreliable.

SUSPENSION OR RESTRICTION OF BORROWING PRIVILEGES

Circumstances where suspension or restriction of borrowing privileges may occur include, but are not limited to, the following:

- library materials not returned by the due date or when requested
- unlocated library materials the borrower claims were returned
- damaged library materials or equipment
- unpaid library fees or charges
- violation of library rules or policies.

The aim of this policy is to encourage the responsible and considerate using and returning of library materials. Suspension or restriction for incidental or minor violations, especially when promptly remedied by the customer, is not intended. Each violation will be dealt with in view of its particular circumstances, which may include:

- the number of materials involved
- the value of the materials involved
- the demand by other customers for the materials involved
- the length of time overdue
- the type and extent of damage
- the amount of unpaid charges owed
- the nature of the violation
- previous incidents involving the customer.

Because of the wide range in size of SEPLSO's branch libraries, specific amounts are not stated in this policy.

Suspension or restriction shall normally be at least until all materials have been satisfactorily returned, all charges paid, and a reasonable expectation created for future responsible use.

Suspension or restriction of a person's borrowing privileges applies regardless of whose card the person presents to borrow materials. All Suspensions or restrictions will be left to the branch manager's discretion.

EQUIPMENT LOAN

Equipment and some miscellaneous items are available at some branches for loan to organizations

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and individuals residing within the SEPLSO service area. All other library equipment or furniture belonging to or in the charge of SEPLSO is not to be loaned and may be taken from library premises only in connection with library activities, and with proper supervisory approval from SEPLSO staff, unless the SEPLSO Board or other owner has granted a specific exception.

PRIORITY: First priority for use of equipment or miscellaneous items goes to library programs and library-sponsored activities. Next are public organizations and non-school groups. After these requests are filled, use by individuals and schools is allowed.

BORROWERS: Persons borrowing equipment must have a current SEPLSO borrower's card. Each organization or individual borrowing equipment is liable and will be billed for all damage found when the returned items are inspected.

Approved 1/16/2018