

GERING PUBLIC LIBRARY PUBLIC SERVICES POLICY

Purpose of the Policy

To give equitable access to information of all types.

To maximize access to all library materials.

Hours

The library will be open to serve the public as follows:

10:00 a.m. – 7:00 p.m. Monday
10:00 a.m. – 7:00 p.m. Tuesday
10:00 a.m. – 7:00 p.m. Wednesday
10:00 a.m. – 7:00 p.m. Thursday
10:00 a.m. – 5:00 p.m. Friday
10:00 a.m. – 5:00 p.m. Saturday
Closed on Sundays

The library will be closed on the holidays observed by the City of Gering and other days designated by the Library Board. In addition to the holidays, the Library will be closed the Saturday following Thanksgiving. The Library will close at 4:30 p.m. or at the time designated by the City of Gering on Christmas Eve and New Year's Eve.

Emergency closing due to weather, illness, etc. is made by the Library Director after consultation with the Library Board President or City Administrator.

Library Card

To obtain a Gering Public Library card, applicants must fill out an application form and show proper identification to verify their name. Preferred Identification is a driver's license or an ID card issued by the Department of Motor Vehicles. Library patrons are responsible for all items checked out on their card and for all fines and charges occurring on that card.

For applicants under the age of 16 years old, a parent or legal guardian with identification must be present with the applicant and give their consent on the application form. Parents or guardians will be responsible for all items checked out on their children's cards.

A temporary library card with a two item limit may be issued to an applicant visiting longer than one month but less than six months, or for other reasons at the discretion of a library staff member.

Cards may be issued at no cost to businesses or organizations that act on behalf of their patrons. Examples include but are not limited to schools, residential or retirement centers, group homes, and extended care facilities.

The applicant's library card will be issued after first checking the files for any previous library card, fines, charges, or overdue materials.

All cards are valid for one year, at the end of which patrons will be asked for address verification. Patrons are responsible for notifying the library of any change of name, address, or phone number.

Lost and Forgotten Cards

Library patrons are encouraged to present their cards at the circulation desk for the most efficient service. Library staff may ask to see some identification before checking out materials to a person who has forgotten his/her library card.

Library patrons who have lost their Gering Public Library cards may apply for new ones by showing valid identification (see section Library Card) and paying a non-refundable \$2.00 replacement charge. If they later find their first card, it must be destroyed or returned to the library for disposal.

Loan Periods, Limits, Renewals and Holds

Loan Periods

The majority of materials within the library's collection may be borrowed for fourteen days. If the due date falls on a day when the library is closed, the loan period will be extended until the next day that the library is open. Special loan periods have been established for the following materials:

- Cake pans are for seven days.
- Noncurrent magazines are for seven days.
- Videos and DVDs are for seven days.

Overnight checkout of non-circulating items due to frequent in-house use or inability to be replaced may be allowed by permission of the Library Director. These may include but not limited to:

- Reference materials
- Genealogical materials
- Newspapers
- Magazines latest issue

Loan Limits

First time applicants of cards are limited to two items.

Applicants of temporary cards are limited to two items.

The library staff reserves the right to limit both the total number of items per library card and the number of items within a specific category or subject. Special limits have been established for the following library materials:

- Language programs are limited to one per library card.
- Videos and DVDs are limited to three cases per library card. A case may contain more than one disc or tape.

Library staff has the right to limit the number of items checked out to library patrons considered to be poor risks by previous record.

Renewals

Materials may be renewed twice if no other library patron is requesting the item. This may be done either in person, over the phone, or email. A patron may renew once by logging into their account through Alexandria Researcher.

There will be no renewals after ninety days.

Holds

There is no charge for placing a hold.

Holds may be placed by library patrons either in person, over the phone, email or by logging into their account through Alexandria Researcher. Library patrons will be notified by letter or telephone when the materials are available. Pulling materials for patrons will be done only as staff time allows. If another patron in the library desires to check out the hold item before staff can pull it from the shelf, the item is deferred.

Overdue Materials, Fines, and Fees

Library patrons share a responsibility for the collection and as such, patrons are expected to return borrowed materials on time and to treat them with care. To help ensure that materials are available for all, Gering Public Library charges fees for overdue, damaged and lost materials.

For library patrons with two or more overdue items, or over \$2.00 in unpaid fines, borrowing privileges may be suspended until said materials are returned and/or fines are paid.

Overdue materials:

As a courtesy, the library sends overdue notices before an item is deemed "lost". It is the borrower's responsibility to adhere to due dates regardless of whether the notices are received.

- First notice is sent after the materials are eight days overdue.
- Second notice is sent after the materials are thirty days overdue.
- A third notice is sent after the materials are sixty days overdue.

If the materials are not returned within ninety days from the due date, the card is suspended. The materials are declared lost and considered for replacement. Borrowers who have not responded to the library's requests for return of materials and whose value of overdue materials total \$25.00 or more may be subject to action of a collection agency plus a \$30.00 service fee.

Fines & Fees

Fines for overdue materials will be levied at the rate of five cents per item per day.

Maximum fine not to exceed \$5.00 per item.

Thursday is "No Fine Day." No fines will be charged on Thursday for returned materials that are not more than ninety days overdue.

Special celebratory weeks may be held to forgive fines. Fees associated with the cost of lost or damaged books will not be waived, although a payment schedule may be established.

Fees for other library services

Copy machine, printers, and microform reader/printer:

- Ten cents per black and white letter or legal size copy and twenty cents per two-sided copy.
- Twenty cents per black and white 11 x 17 size copy and forty cents per two-sided copy.
- Five cents per black and white copy if patron furnishes own paper. Paper must be standard 20 lb. quality. Any unusual copy material such as card stock, construction paper, overhead film, etc. must be approved by a library staff member.
- Fifty cents per color copy. No discount for patron furnishing their own paper.
- Fifty cents per copy for overhead transparency. Only transparencies furnished by the library may be used.
- The library is not liable for any copyright infringement made by its patrons.

Equipment:

- With permission the following equipment may be used within the library free of charge:
 - Typewriter
 - Scanner
 - Projector
 - Overhead projector
 - Opaque projector
 - Slide projector
 - VCR/DVD player
 - Die-Cut machine
- A computer is available to library patrons. There is no charge for use of the computer; however, in order to make the service available to as many library patrons as possible, a usage limit has been imposed (see Internet Policy).

Fax Machine

- Outgoing: \$1.00 per page, excluding cover sheet, for local or long distance calls. There is a minimum charge of \$1.00.
- Incoming: \$1.00 per page, excluding cover sheet. There is a minimum charge of \$1.00.
- All fax transmittals will be sent and received by a library staff member.

Study Guides

- Will be checked out with a refundable deposit of \$5.00.
- All deposits will be refunded if material is returned on time in adequate condition.
- Fines and damage charges will be deducted from the deposit.
- All deposits are forfeit if the material is not returned within ninety days.

Tax Forms

- Forms received will be distributed free of charge.
- If photocopies of forms or publications are requested, the patron must pay the current charge per copy.
- Printable forms are also available via the Internet at the current charge per page printed.

Lost and Damaged Materials

Replacement Costs

Full cover price will be charged to the library patron for any materials that are declared lost or damaged beyond repair that they cannot be returned to circulation.

Minor Damage

Normal wear and tear is the criterion used for determining whether or not charges are made on damaged materials. The charge for minor damage and missing parts is as follows:

- Minor damage: \$5.00.
- Missing video, DVD, audio tape, or compact disc case: Current replacement cost of case (varies depending on size).
- Missing AV bags: \$1.00.
- Missing book jackets: \$1.00.

In cases where continued carelessness in the use of materials is noted, the Library Director will explain to the library patron that the library cannot continue to pay for his/her carelessness. The borrower's card may then be suspended.

Lost Item Found

If materials are returned to the library in good condition after they have been declared lost, the Library Director will make a determination as to the fees to be charged. Value of the item to the collection and whether it has already been replaced will be considered in this evaluation. A

minimum fine of \$5.00 per item will be charged for returning a lost item after ninety (90) days if the item is put back in the collection.

If a patron pays the replacement charge and later returns the “lost” item to the library, no refund is given. The patron may keep the book or donate it to the library.

Claims Returned

A library patron can have a maximum of two “claim returned” items in active status. Any items “claim returned” over that limit will be billed.

Interlibrary Loan

Library patrons using the interlibrary loan service at the Gering Public Library must have a card in good standing.

Patrons are required to pay \$3.00 per item received, whether or not they check the items out. In addition, they are limited to having no more than three interlibrary loan items out at any given time.

Patrons will be notified ahead of time if the lending library want to apply additional charges.

Interlibrary loans are due on the date indicated by the lending library.

Library patrons will be required to pay fines and fees according to the policies of the lending libraries.