

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:

9:00 a.m. – 7:00 p.m. Monday
9:00 a.m. – 7:00 p.m. Tuesday
9:00 a.m. – 7:00 p.m. Wednesday
9:00 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 also be closed on Saturday immediately following Christmas if it falls on a Friday. 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. These Saturdays and early closings are not paid holidays.

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 charges occurring on that card.

For applicants under the age of 16 years old, a parent or legal guardian must give their consent on the application form. Parents or guardians will be responsible for all items checked out on their children's library 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 to businesses or organizations that act on behalf of their patrons. Examples include but are not limited to schools, daycares, and long term care facilities.

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

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

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 patron who has forgotten his/her library card.

Library patrons who have lost their Gering Public Library card may apply for a new one 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 Reserves

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:

- Noncurrent magazines are for seven days.
- 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.
- DVDs are limited to three cases per library card. A case may contain more than one disc.
- Storytime backpacks are limited to one per family.

Library staff have the right to limit the number of items checked out to library patrons considered to be high 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 (call or text), or email. A patron may renew once by logging into their account through Apollo.

There will be no renewals after ninety days.

Reserves

There is no charge for placing a reserve.

Reserves may be placed by library patrons either in person, over the phone (call or text), email or by logging into their account through Apollo. Library patrons will be notified 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 reserve item before staff can pull it from the shelf, the item is deferred.

Reserves will be held for one week before being returned to circulation.

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 damaged and lost materials.

There are no fines for overdue materials. If library materials are not returned within a designated period, borrowing privileges will be suspended. Patrons will be charged replacement fees for lost or damaged items.

Overdue materials:

As a courtesy, library staff notifies patrons 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 notification is after the materials are thirty days overdue.
- Second notification is after the materials are sixty days overdue.

If library materials are not returned within ninety days from the due date, the account is blocked. 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 by a collection agency plus a \$30.00 service fee.

Fees

Fees associated with the cost of lost or damaged books will not be waived. A payment schedule may be established, at which time the library patron may be limited to two items until the fees are paid. Fees should be resolved within a year.

Fees for other library services

Copy machine, printers, and microform reader/printer:

- Fifteen cents per black and white letter or legal size copy and twenty-five cents per two-sided copy.
- Thirty cents per black and white 11 x 17 size copy and fifty cents per two-sided copy.
- Fifty cents per color copy.
- 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
- Computers are available to library patrons. There is no charge for this service. 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.

Tax Forms

- IRS 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 CD/DVD cases: 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 privileges 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 fee 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 charged to the patron's account.

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 \$3.50 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 wants 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.