

Levy County Board of County Commissioners

Official County Policies

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Library Circulation	LCP5.6	1 of 3
Based on Florida Statute Number	Effective Date	
F.S. 125.01(f,t,w)	September 3, 2002	

Policy:

1. Borrowers:
 - A. Adult – 16 years of age and older.
 - B. Child – Less than 16 years of age.
 - C. Staff – All paid employees of the LCPLS.
 - D. Non-Resident – Residents of other counties or states.

2. Registration Requirements:
 - A. There is no charge for registration or the first card.
 - B. A registration form must be completed.
 - C. Physical address verification is required.
 - D. Cards must be signed by the borrower or the borrowers parent/guardian if the borrower is under 16 years of age.

3. Address verification:

Any one of the following documents must be used for physical address verification:

- A. Current driver's license or Florida ID card.
- B. Student ID card.
- C. Recent utility or telephone bill.
- D. Address printed in checkbook.
- E. Listing in current telephone book.
- F. Children and Family Services Primary Care card.
- G. Recent rent receipt or real estate transaction documents.
- H. If none of these documents is available, the library card will be mailed to the borrower. If the card is undeliverable, the address will be considered not verified and the registration will be removed from the system.
- I. Out-of-state borrowers must provide a local and permanent address.
- J. Addresses will be verified biennially for active users.

4. Loan periods and item type limits:
 - A. Most materials are loaned for 14 days and may be renewed twice.
 - B. Reference materials may be loaned at the discretion of the librarian.
 - C. Interlibrary Loan (ILL) items may be renewed only with permission of the loaning library.
 - D. Borrowers are limited to two items on the day of registration.
 - E. The number of ILL's pending at a given time may be limited by the librarian if workload requires it.
 - F. The number of non-fiction items with the same 3-digit Dewey number loaned concurrently to one borrower, may be limited at the discretion of the librarian.

5. Overdues, fines and suspension of borrowing:
 - A. There will be a one-day grace period on all loans. After the grace period has passed, fines charged will include the grace day.
 - B. Fines are not charged for any day that the library where the item was borrowed is closed.
 - C. An item will be considered lost when it is sixty days overdue.
 - D. Overdue notices will be sent at intervals of 14, 28 and 42 days.
 - E. Borrowing will be suspended when the following conditions occur:
 - i. The number of overdues exceeds ten.
 - ii. The number of unpaid lost items exceeds two.
 - iii. The amount of fines owed exceeds ten dollars.
 - F. The Branch Manager or the System Director may adjust system-generated fines in the event of serious illness, accident or similarly serious personal problem to the patron.
 - G. Borrowers will be considered inactive and purged from the System after four years of inactivity.

6. Holds
 - A. A borrower may have up to six holds pending at one time.
 - B. Holds will normally expire in 180 days.
 - C. Holds will be held for seven days.
 - D. Items on hold may not be renewed.
 - E. Holds may be placed on any material normally loaned.

7. Fee Schedule:

A.	Daily fines all items:	.10
B.	The maximum fine per item:	5.00
C.	Processing fee for each lost book :	3.00
D.	Card replacement charge:	1.00
E.	Photocopies and computer-printed sheets:	.10

- F. Replacement of lost video case: Larger of cost or 1.00
- G. Facsimiles for patrons, sending or receiving (per page): 1.00
- H. Lost:
 - i. Books, videos, audio tapes - Current list price of the item plus processing fee.
 - ii. Lost items no longer available - Original list price plus processing fee.
 - iii. A patron may replace a lost item with an identical item (same ISBN or substitute accepted by the Director) in good condition and pay only the processing fee.
 - iv. Damaged item: Determined by Director - Up to cost of lost item including processing fee if replacement is required.
- I. Refunds: If a lost-and-paid-for item is returned in good condition within six months of the original due date, the amount paid less the processing fee will be refunded. Refunds will be processed through the System Headquarters.
- J. All fees collected under the provisions of this policy shall be turned in to County Finance and shall be credited to the LCPLS budget.

Date Approved by BOCC	Signature of BOCC Chair	Date Signed
September 3, 2002	Tony Parker	September 3, 2002