

## **Materials Use Policy El Reno Carnegie Library**

### 1. Borrower's Rules:

- A library card may be obtained for free by those who live Canadian County. An application requires proof of residence. Examples include photo ID, driver's license showing current address, imprinted checks, bank statement, or a utility bill. If a patron is unable to provide proof of address, the library may mail a postcard to the patron's address. When the patron returns with the postcard, the address has been verified and a card may be issued.
- Applications from individuals residing outside of Canadian County may be considered on a case-by-case basis. Applicant is required to be either employed or attending school in Canadian County.
- A lost library card can be replaced with a new card with the charge of \$1.00 per new card.
- Patrons under 16 years of age must have a parent or guardian signature.
- First time borrowers will be limited to four items.
- Library materials may be borrowed for two weeks and may be renewed twice if no reserves have been placed on the item. Renewals may be granted remotely via Internet or telephone.
- The fine for overdue materials is \$.05 per day per item with a maximum of \$2.50 per item. Seniors, age 55 and older, will not be charged overdue fines.
- Lost book, video, or other material replacement cost will be at current purchase price. Out-of-print materials will be charged an equivalent new book replacement fee.
- Paperbacks and magazines are available for two-week check out with no fines. A library card is not required to check out these materials.
- Patrons with fines exceeding \$5.00 will be limited to 1 book check out until fine is reduced.
- Patrons with fines exceeding \$50.00 will be blocked completely from check out until fine is reduced to less than \$50.00.
- Online library card applicants must be 18 years old or older.

2. The use of the library or its services shall be limited when excessive demands of groups or individuals tend to curtail service to the general public. Such demands may include those made by students, electronic card catalog users, and others whose demands for staff time, available materials, or space would prohibit attention and service to other individuals or groups.
3. The use of the library or its services may be denied for due cause. Such cause may be failure to return books or pay penalties, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises.
4. The library will not attempt to furnish materials needed for formal courses of study offered by elementary and secondary schools and by institutions of higher learning. The public library has materials for self-study but is not primarily designed to furnish reading required for academic study.
5. All materials except those that are in special demand and cannot be duplicated (including rare and fragile items) or those that are designated *Reference* will be lent for home use under library regulations and procedures.
6. In matters not specifically covered by established policies, or interpretation of such policies, the librarian is to use prudence and discretion in determining the privileges to be extended in the operation of the library.

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