

Lending Policy

Revised & Accepted Feb. 2017, Jan. 2018, Feb. 2023

Objectives

To make materials available to all customers on an equal basis, the El Reno Carnegie Library (ERCL) sets limits on loan periods and on the number of renewals allowed. Some library materials may have shorter loan periods or fewer numbers of holds or renewals due to high demand, limited collection size, material type or lending source. It is not the policy of ERCL to monitor the items children or teens check out. That responsibility falls to the parent or guardian.

General Loan Rules

1. Customers with accounts in good standing may check out or renew materials
2. The loan or renewal of library materials by ERCL may be done in person, by phone/text, or online.
3. Extended loan periods may be available upon request at the time of checkout. Any item that is on a holds list cannot be renewed.
4. Fines due at the time of renewal are still due.
5. In compliance with the Library Privacy Act only authorized users, parents or legal guardians will be provided detailed information on any library account.
6. The library reserves the right to make some materials non-circulating and only available for in-library use.

Item	Checkout Length	Rules	Renewals
DVDs	14 Days	Maximum of 5 items per account. Can be put on hold.	2 renewals
CDs & Print Items	14 Days	Maximum of 30 checkouts at a time. Can be put on hold.	2 renewals
Magazines & Newspapers	In-house use only	Cannot be put on hold	No renewals
Hotspots, Tablets, & ChromeBooks	7 Days	Limit 1 per household. Can be put on hold *See Below	May be renewed in person only, if device is present
Laptops	In-house use only	Cannot be checked out or put on hold	
Reference & Archive Materials	In-house use only	Cannot be checked out or put on hold.	
ILL Materials	14 Days		Renewals can be requested, but it is up to the lending library.

*Accounts require:

- Signed agreement to library rules and policies
- Proof of address
 - o Photo ID or Driver's License showing current address, printed checks, bank statement, or a utility bill
 - o Postcards can be mailed to the customer's address if none of the above options are available

Holds

- Items put on hold will remain on hold for 7 days.
- Library staff will make one attempt to notify customer that hold is ready for pickup

Fines and Payments

- 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.
- Patrons with fines exceeding \$25.00 or a lost/damaged item on their account will be blocked completely from check out until fine is reduced to less than \$25.00 and/or the item has been paid for.

Fee Schedule

Overdue Items	No fines
Lost Items	Customer will be charged full price of replacement
Magazines/Newspapers	No fines
Hotspot & Tablet Kits	Replacement fee for lost/damaged kit pieces: <ul style="list-style-type: none">- Hotspot or Tablet - \$70- Carrying Case - \$20- Travel Charger - \$10- Battery - \$10- SIM Card - \$10

Interlibrary Loans

The El Reno Carnegie Library borrows books from other libraries upon request. The library does not borrow videos, audios, or magazines. Adults may borrow children's books. Upon request, staff will fill out an Interlibrary Loan (ILL) form with the title of the book, author, borrower's name, library card number, and phone number where the borrower can be reached.

Librarian or designated staff member must approve ILL requests. Requesting patron must be an established borrower before this service is granted.

ILL books must be returned by the due date. Renewals may be considered on a case-by-case basis. Patrons are responsible for any damage fees, replacement costs, or other fines incurred on an ILL book. The patron whose name is on the ILL request is solely responsible for the book and any fees or fines. The library encourages users NOT to lend ILL materials to anyone but the original borrower.

If a patron abuses or misuses interlibrary loan services, the Library Director may revoke their ILL privileges.

Mobile Wi-Fi Device Policy

In order to increase community access to online resources, El Reno Public Library offers mobile Wi-Fi hotspots and data-enabled tablets to be checked out by library customers. A mobile hotspot is a device that can be used anywhere to create a wireless network. Borrowers can connect any Wi-Fi enabled device to the internet that the hotspot provides. The data-enabled tablets provide access to applications, programs, and streaming services that require Wi-Fi internet access. The library provides unlimited cell phone data service to the hotspots and tablets. The devices are portable, allowing borrowers to connect to the internet anywhere using the tablet, or within range of the hotspot. Up to five electronic devices may be connected to one mobile hotspot at a time. Data service to the hotspot is not guaranteed in all areas and is dependent upon the T-Mobile data network.

Borrowing Guidelines

- Borrower must be 18 years of age
- Borrower must be a permanent resident of Canadian County
- Borrower must be an ERCL Library customer with a history of Library use for at least 6 months.
- Borrower's account must be clear of fines, overdue or lost materials.
- Each household may check out only one (1) hotspot or tablet at a time.
- Mobile devices may be reserved and will be available in order of reservation.
- Mobile devices may be checked out for 7 days.
- The Library does not provide access to paid apps or subscriptions accessible by the data-enabled tablets
- The Library is not responsible for information accessed using this device, or for personal information that is shared over the Internet. Hotspot users are encouraged to follow safe Internet practices.

- Hotspots must be returned inside the Library at the Checkout Desk. Hotspots shall not be placed in the outside book drop.

Fines and Liabilities

- Borrower assumes full responsibility and fiscal liability for all costs associated with damage to the device or accessories during the period it is checked out, or for the replacement cost should items be lost or stolen.
- If a device (including all accessories) is not returned on or before the due date, a fine of \$2 per day will be assessed.
- Wireless service to the hotspot will be shut off if the hotspot or tablet is not returned on the due date.
- Hotspots or tablets not returned within seven (7) Library business days of the due date will be considered lost, and the borrower will be assessed the full replacement cost.
- See *Fee Schedule* above

Laptop Checkout Policy

Policy Statement

Laptops provided by the CARES Grant will be available to the public for checkout in the library. The library's Internet and Computer Policy applies to laptops. Patrons must read the computer policy before they use a device. Patrons must read and sign a checkout form each time they use a device.

Borrowing Guidelines

- Patrons must surrender a current photo ID. IDs may be from anywhere. IDs must be left with the application each time a device is checked out.
- Laptops must be kept inside the building at all times. Laptops may be checked out and taken to any area inside the library except the restrooms.
- The laptop user will not leave the laptop unattended. Doing so will forfeit the remainder of the session and result in the laptop being confiscated by a staff member.
- After the laptop session is finished, return the laptop to the front desk for inspection. If the laptop is determined to be returned in the same condition prior to check out, staff will return the user's ID, and the laptop checkout will be complete.
- Failure to comply to use the laptops as defined in this policy will result in the loss of laptop check out privileges.
 - 1st offense: Staff has the right to ask patron to end laptop/computer session.
 - 2nd offense: Staff has the right to restrict patron laptop/computer use for a period of one month.
 - 3rd offense: Staff has the right to restrict patron laptop/computer use for a period of up to one year.

A fee of \$25 will be charged for devices returned damaged. Current replacement cost will be charged for severely damaged or stolen devices. Users are financially responsible if noncompliance results in damage to library laptops, equipment, and/or software.

Privacy & Security

- The library's Wi-Fi is an unsecured network. Laptop users should be aware that shopping online, transmitting password information, credit card numbers or logins to online banking, email, social media sites or any site that requires you send personal or private information could put your personal data at risk.
- In accordance with the federal Children's Internet Protection act (CIPA) (Pub. L. 106-554), all public computers including laptops are equipped with filtering software set to screen out sites which may reasonably be construed as obscene.