

**Braswell Memorial Public Library**  
**CIRCULATION POLICIES**  
Revised and Approved by the Board of Trustees  
Last revision January 13,2010

**I. LIBRARY CARDS**

- A. **ADULTS:** Anyone who lives, works, or attends school in Nash or Edgecombe Counties is eligible for a free library card. For adults (age 18 and older) an application form must be completed and signed and a government-issued photo identification and proof of address (or proof of work/school) must be shown. Proof of address may be mail, checkbooks, bills, school or work documents, etc.
- B. **TEMPORARY RESIDENTS:** Persons temporarily residing in Nash or Edgecombe counties (with relative, temporarily working) or living in group houses (shelters, halfway-houses, etc.) may obtain a card. They must show government-issued photo identification. Staff will call their employer, school, shelter, etc., to verify their address. The cards will be good for three months only, unless at that time new proof of address is shown.
- C. **NON-RESIDENTS:** There is a \$20 non-refundable annual charge for cards for people who do not live/work/attend school in the two counties.
- D. **CHILDREN:** Children 3 to 17 years old may have cards in their own name provided a parent or other responsible adult age 18 or older who has a library card applies for them. The adult is financially responsible for materials checked out by the child. The child's card is linked to the adult's card and the overdue notices for items on the child's card go to the adult's address.
- E. **PATRON RESPONSIBILITY**  
Library cards should be treated with care. Patrons are held financially responsible for materials checked out on their library cards. Cards may not be loaned to other people and a lost card should be reported immediately.
- F. **REPLACEMENT CARDS**  
Proof of identity is required in order to issue a replacement card for adults aged 18 and older. Children under 18 who can verify to our satisfaction their identity may obtain a replacement card. Replacement cards cost \$5.

**II. FINES**

- A. Fines are twenty-five cents (\$0.25) per day per item.
- B. The maximum fine on all cards is \$50.00. The maximum fine per item is \$10.00 or the price of the item if less than \$10.00.
- C. Patrons who incur \$5.00 or more in fines or have long overdue books cannot check out any more items until the fines are reduced below \$5.00 and all long overdue items are returned. A supervisor's approval is required to waive this policy.

- D. Additional fines and fees may be applied to patron accounts; please see the Schedule of Fines and Fees (VIII below).

### III. DAMAGED ITEMS

- A. Item which is lost or so badly damaged it cannot circulate: Cost of item plus \$10.00 processing fee.
- B. If the records do not contain a price for an item, a default price is charged based on the type of item:

- Adult hardback: \$25.00
- Juvenile or Easy hardback: \$15.00
- Easy board book: \$5.00
- All paperbacks: \$5.00

- C. We do not charge for damaged tapes unless negligence was involved (tape left on heater, soaked in liquid, etc.). If the entire item is destroyed we charge the replacement cost of the item plus the \$10.00 processing fee. We charge \$10.00 for individual tape replacement.
- D. We charge \$5.00 for lost or damaged tape or CD boxes and for book/tape bags.

### IV. LOST ITEMS

The charge for lost items is the price of the item as listed in our records or the default price for the item type, plus the \$10.00 processing fee. Overdue fines are not owed on lost items for which a patron pays, with the exception of Long Overdue Fines that have been added after an item has reached 45 days overdue. Only the supervisor or Long Overdue Clerk may waive this fine. If a lost item is returned within thirty days of payment the patron is due a refund equal to the price paid minus any overdue fines owed (fines figured at twenty- five cents a day from the day the item was due until the day it was returned). Refunds will be issued by check by the library business manager and will be mailed to the patron.

### V. CHECK-OUT LIMITS

The following limits on the number of items that may be checked out on one card are as follows:

Total Number of Item	100	Adult DVDs	10
Adult Videos	10	Children's DVDs	10
Children's Videos	10		
Adult Audiobooks	10		
Children's Audiobooks	10		
Compact Disks	10		

### VI. LOAN GUIDELINES

- A. Circulating books, computer software, and books on tape and books on CD may be

borrowed for two weeks. Video tapes and DVDs may be borrowed for one week.

- B. Materials may be renewed in person, over the telephone, or via the library's online catalog. Unless reserved by another person, eligible materials may be renewed twice for two weeks each time. Videos and DVDs may not be renewed.
- C. Materials borrowed from Braswell Memorial Library must be returned to Braswell Memorial Library. An external book drop at the library is available 24 hours a day.
- D. All circulating materials may be put on hold by patrons. Holds may be placed in person at the library, via the online catalog, or over the telephone. When a held item becomes available, notification is made by telephone and by email if an email address has been provided. Items are held awaiting pickup for three business days.

## VII. CONFIDENTIALITY OF PATRON RECORDS

Patron records are protected by law. This information may be released only through a court order. In all other circumstances, information about an account may be given only to the card holder. Parents and guardians who are responsible for the cards of children age 17 and under may be given information about the materials checked out on the card.

## VIII. SCHEDULE OF FINES AND FEES

Overdue fine (1 to 44 days overdue)	\$0.25 per item per day
Laptop overdue fine	\$5.00 per 15 minutes
Maximum fine per item	\$10.00 or price of item if less
Maximum fines per account	\$50.00
Overdue fines for special items	\$5.00 per day per item
Interlibrary Loan fine	\$0.25 per day per item
Lost or damaged items	Cost of item plus processing fee
Processing fee	\$10.00
Lost or damaged audio cassette	\$10.00
Lost or damaged audio/video box or book tape bag	\$5.00
Replacement library card	\$5.00
Returned Check Fee	\$30.00
Library card for non-resident	\$20.00 annual charge
Interlibrary Loan	\$3.00 per item
Microfilm from State Library	\$0.50 per item
Microfilm from out of state rental program	\$3.50 per item plus \$4.00 shipping for up to 4 reels
Proctoring written or online test	\$20.00
Fax	\$2.00 per page (cover sheet free)
Copies (black & white)	\$0.25 per page
Copies (color)	\$1.00 per page
Paper	\$0.10 per sheet
CD's	\$3.00 each
Floppy disk	\$3.00 each
Notary	\$5.00 per seal (set by gov't)

To scan and send file(s) by email: \$3 per first per page scanned, \$1 per additional page(s) (per occurrence)

To photocopy and/or scan and send pages by regular mail: \$3 per first per page scanned or photocopied, \$1 per additional page(s) (per occurrence); no charge for postage

To scan and email or photocopy and send by regular mail: \$5 per page for estate services

To conduct research for patrons not present in building (email or telephone requests): \$10 per every 30 minutes

To burn files to a CD and mail CD: \$3 per first page scanned, \$1 per additional page(s) + \$2 per CD; no charge for postage

To copy a CD: \$2 per CD + \$1 for staff time

To travel to State Archives to do research for a patron: \$90

Passports, Adult	\$75.00 to US Department of State \$25.00 to BML
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Passports, Child under 16	\$60.00 to US Department of State \$25.00 to BML
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(all passport fees are set by the Department of State)

To copy drivers license for passport applicant	\$1.00
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