

Rehoboth Beach Public Library

Circulation Policy

Contents

Introduction	2
Library Cards.....	2
Definitions	2
Registration	2
Non-Resident Property Owner	3
Non-Resident.....	3
Visitor	3
Temporary Resident.....	3
Minors	3
Overdues.....	3
Overdue material	3
Overdue Notices	4
Claimed Returned.....	4
Lost Material and Refunds	4
Damaged Material	4
Interlibrary Loan.....	4
Confidentiality of Circulation Records	5
Fees.....	5
Library cards.....	5
Computer Use Only.....	5
Fines	5

INTRODUCTION

The Rehoboth Beach Public Library offers Delaware Residents, Non-Resident Property Owners, and Temporary Residents free and equal access to services and resources. Non-Residents and Visitors may purchase a library card for either a month or a year.

Borrowing privileges may be denied for due cause. Such cause may be failure to return library materials or to pay charges, destruction of library property, or other objectionable conduct on library premises. Service will not be denied or abridged because of gender, religious, racial, social, economic, or political status.

LIBRARY CARDS

Library cards are issued as part of a consortium effort through the Delaware Library Catalog and may be used in all public libraries in the State of Delaware. Library cards are valid for a period of one (1) year. Expired cards may be renewed at the time of the borrower's next library visit. Library cards issued to non-residents will be charged the appropriate fee at the time of renewal.

DEFINITIONS

- **Resident:** Any person who is a legal resident of the State of Delaware and has a valid Delaware driver's license or a valid Delaware state ID.
- **Non-Resident Property Owner (NRPO):** Any person who owns realty (pays property taxes) but does not reside in the State of Delaware on a year-round basis, or the minor child of such a person.
- **Non-Resident (NR):** Any person who is a legal resident of another jurisdiction who does not own real property in the State of Delaware.
- **Temporary Resident:** Any person who is a legal resident of another jurisdiction who is temporarily residing within the State of Delaware for purposes of employment or education for a period not exceeding three months (such as adult students of non-resident property owners under 25 years of age with a valid student ID and proof of address, active duty military personnel residing locally, police or lifeguard personnel, etc).
- **Minor:** Any person under the age of eighteen (18).

REGISTRATION

Application for a library card is made by presenting suitable identification. Such identification may be a valid driver's license, a Delaware Identification card, a valid U.S. passport, or any other equivalent document showing the person's photograph and legal address. The person to whom the card is issued must sign the application and must assume the responsibility for returning all materials borrowed. The borrower is responsible for all use made of his/her card, including all use made of the card by another individual with the borrower's consent. If a card is lost or stolen, the borrower is responsible for all items charged to it until the loss is reported. Each borrower is responsible for informing the library of any change of address or phone number. Borrower must present their Delaware library card in order to check out items from the library or use a library computer.

NON-RESIDENT PROPERTY OWNER

Library staff may access property records from the county property databases in order to verify property ownership of non-residents.

If library staff cannot verify property ownership through online property records, non-resident property owners must provide proof of property ownership along with suitable identification as above. Such proof may include one of the following: county tax statement, deed, realty, or construction contract showing ownership.

NON-RESIDENT

Application for a non-resident Library card shall be made by presenting suitable identification as above and paying a \$25.00 annual fee which includes borrowing privileges of a maximum of fifteen (15) items for a 3 week period along with Library computer usage.

VISITOR

Application for a visitor Library card shall be made by presenting suitable identification as above and paying a \$10.00 monthly fee which includes borrowing privileges of 2 items for a 1 week period along with Library computer usage.

TEMPORARY RESIDENT

Application for a temporary resident borrower's card is made by presenting suitable identification as above and proof of the following:

- Affiliation with a Delaware employer or educational institution
- Temporary staff of local government agencies
- Active duty military personnel residing locally
- Adult children of non-resident property owners under the age of 25 with a valid student ID and proof of residency of property owners same billing address
- Residents of area shelters/halfway houses

MINORS

For minors anyone under the age of 18 years. Minors must be accompanied by parents/guardians. Minor's identification may consist of their parent's, or guardian's identification. Parent or guardian will be required to sign the application acknowledging responsibility for the return of, damage to, or cost of replacement of all materials borrowed by a minor.

OVERDUES

OVERDUE MATERIAL

Overdue material is that material which is not returned to the library at the close of business on the due date, or returned in the book drop prior to the opening of the library on the next operating day following the due date. Overdue charges are computed for each day the library is open. If the library is closed because of inclement weather, materials due on that day may be returned without penalty the next operating day. In periods of extended inclement weather, where libraries may be open but travel to the library by patrons difficult, the Director may use discretion in adjusting the due date.

OVERDUE NOTICES

The library sends overdue notices as a service to remind borrowers of overdue materials. Failure to receive such a reminder does not exempt the borrower from fines. Failure to pay charges and to return materials will result in the loss of borrowing privileges.

CLAIMED RETURNED

If the borrower receives an overdue notice for library materials and believes these materials have been returned, he/she should notify the library. Library staff will then check the circulation files and the shelves and make every effort to locate the material. If the material is located in the library, records will be cleared and no further charges will be made. If staff cannot find material the item should be marked "claimed returned." A borrower may not have more than 3 "claimed returned". If more than three (3) items have been claimed as returned, the borrower will lose borrowing privileges until items have been returned, replaced, or paid for, bringing the total to three (3) or fewer items.

LOST MATERIAL AND REFUNDS

Lost material is that material which is legally charged out to a borrower, and which the borrower is unable to return. The borrower shall pay the current list price or replacement price of the lost material. Replacement costs for out of print materials will be set by the library. Items refunds for lost items may be given if the following criteria is met:

- Patron provides the item and a dated receipt for the fine
- Thirty days have not passed since payment of the fine
- The lost item has not been replaced by the library

This policy only applies to public libraries. Refunds are not given by the academic libraries nor does it apply to their materials.

DAMAGED MATERIAL

Damaged material is that material which is not returned in the condition in which it was checked out, allowing for reasonable use. Minor damage which can be repaired by library staff will be assessed according to the charges set by the library. If the damage is such that the material must be discarded, the borrower will be responsible for the current or replacement cost set for lost materials.

INTERLIBRARY LOAN

Interlibrary loan materials are obtained for a borrower from another library outside of the Delaware Library Catalog. The borrower is responsible for picking up and returning materials to the Rehoboth Beach Public Library and for complying with any conditions imposed by the lending library. Any costs incurred in conducting such transactions may be passed on to the borrower. Regular overdue charges will be assessed. Failure to comply with this policy may

result in the suspension of interlibrary loan privileges.

CONFIDENTIALITY OF CIRCULATION RECORDS

Circulation records and other records identifying the name of library users are confidential in nature. Such records are not made available to any agency of local, state, or federal government except, by the Delaware State Library system, or pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, local, state, or federal law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

FEES

A fee schedule for non-resident library cards, lost cards, over dues, lost or damaged materials, or other special services has been set by the Rehoboth Beach Public Library in cooperation with the Delaware Library Catalog.

LIBRARY CARDS

- Non-resident (annual) card: \$25.00
- Visitor (monthly) card: \$10.00
- Lost card replacement: \$2.00

COMPUTER USE ONLY

- Express session (30 min. computer usage) \$3.00

FINES

- Overdue: \$0.10 per day per item, not to exceed \$10 per item.
- Overdue DVD: \$1.00 per day per item, not to exceed \$10 per item.
- Lost Materials: List or replacement price of the item.