

GENERAL POLICY AND PROCEDURES GOVERNING THE KIMBALL PUBLIC LIBRARY

1. THE KIMBALL PUBLIC LIBRARY BOARD REAFFIRMS ITS POLICY OF FREE LIBRARY SERVICE.

2. NEW LIBRARY CARDS

Policy for a new library card application:

- a. An application card must be filled out.
- b. Library card applicants must be a resident of Kimball or a surrounding town (example: Bushnell, Dix, Potter, Harrisburg, NE or Pine Bluffs, WY) and must have a permanent address. Proof of residence is required (phone bill, city bill, current driver's license, landlord agreement, etc.).
- c. **For the library's purpose, a motel room is not considered a permanent address.**
- d. The applicant must supply the name and telephone number of a contact person. Preferably this person should be someone who lives in Kimball or a surrounding town, but not in the same household as the applicant. This contact person must also have a permanent address.
- e. An applicant must be at least five years of age. If an applicant is less than fourteen years of age, a parent or guardian must sign the library application card.
- f. One (1) item may be checked out initially by a patron with a new card. If the new item is returned on time and in good condition, the patron may check out more materials. **(Rule may be waived by library personnel.)**
- g. Ten (10) items per card will be the maximum allowable items to be checked out in a two-week period. **Exceptions may be made at the discretion of library personnel.**
- h. A patron without a local permanent address may obtain a temporary library card. An application card must be completed and a contact person must be given as outlined in 2d. The temporary card will require a fee of \$20 to be refunded when a regular card is issued or upon leaving the area and all materials on the account are returned. The temporary card holder will be allowed to check out one item at a time on their card. If a permanent address is supplied in the future, they may obtain a regular library card. Temporary card holders are subject to all rules of the library. **(Rule may be waived by the library director)**
- i. Cost of library cards:
 1. The first library card is free.
 2. Replacement cards - a patron must pay \$1.00 for each replacement card thereafter.

3. PATRON RESPONSIBILITIES

- a. Library cards must be presented to check out materials. Library materials should not be checked out on a card for anyone else but the card holder. **EXCEPTION - Parents may use their card to check out materials for their children.**
- b. Each borrower is responsible for the items loaned out under their card and for any fines or penalties assessed to their card.
- c. Patrons are expected to return materials on time and in the same condition as when they were checked out. If not, fines and penalties may be assessed. (Refer to Section 6)

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4. RESTRICTIONS

- a. The library staff reserves the right to limit the number of items on a specific subject checked out by one patron.

- b. The director has the right to limit the number of items checked out to patrons who have a poor record of returning books or already have overdue items on their check out record.
- c. Overnight check out of reference items, may be allowed with the permission of the library director.
- d. No person may check out or access electronically any items if they have overdue materials or unpaid fines of \$5.00 or more, or owe for damaged materials (over \$10.00). Payments can be made on the amount due.
- e. The library will not restrict the use of any card if no fines are owed and all materials are returned unless there has been a chronic problem with library materials. In this case, the restriction may be removed at the discretion of the library director.

5. CIRCULATION PERIODS

- a. Books, books on CD, puzzles, magazines and pamphlets may be checked out for a period of two weeks.
- b. DVDs may be checked out for a period of three days with a maximum of two renewals. A limit of 3 DVDs *per family* (these 3 items will count towards the limit of 10 maximum allowed checkouts per card).
- c. The director has the right to limit the number of items checked out to patrons who have a poor record of returning books or already have overdue items on their check out record.
- d. Materials may be renewed for two additional periods in person, by telephone, or one time online.
- e. The director may approve additional renewals.

6. FINE POLICY

- a. Fines are a penalty for keeping library materials past their loan period. The patron should not consider fines as payment for the purchase of the library materials. Payment of fines does not entitle a patron to keep the library materials.
- b. Overdue materials will be assessed a fine of five cents per day per item. No item will carry a fine for more than its replacement value.
- c. Wednesdays will be designated "FINE FREE DAY". Materials returned to the circulation desk or the book drop will not be assessed fines if the item was overdue four weeks or less. Materials that are more than four weeks overdue will be charged a fine. Existing fines are not exempt and must be paid.

7. LOST MATERIAL POLICY

- a. Materials are placed on the **LOST** status, by the director, if a patron declares to the library that the materials are lost or if repeated attempts to contact patrons regarding overdue materials fail and the materials are not recovered.
- b. When a book or materials are placed on **LOST** status, the fines stop accumulating, but a charge will be assessed for the lost material. This charge will include: the replacement cost of the item *and* all fines accumulated to the time the item was placed on **LOST** status.
- c. Refunds for lost books or materials paid for, but then returned, will be available. Only the replacement cost of the item will be refunded. The associated fines will not be refunded. If the returned material is damaged, a portion or all of the retail cost of the item will be taken out of the refund.
- d. Lost Audio/Visual material cases are \$1.50 each.

8. DAMAGED MATERIALS

- a. Normal wear and tear is the criterion used for determining whether or not charges will be assessed for damage.
- b. Damaged materials must be repaired before the material is returned to the shelf.
- c. A \$1.00 charge will be assessed for torn book jackets.
- d. Damage will be assessed by the library director.

9. FEES FOR OTHER LIBRARY SERVICES

- a. Copy Machine & Computer Printouts
20 cents per copy
25 cents per two-sided copy
10 cents per copy if patron supplies the paper
15 cents per two-sided copy if patron supplies the paper
40 cents per color copy; 60 cents for 2 sided
- b. Torn book covers
\$1.00
- c. Transparencies
50 cents per transparency
- d. Microfilm Copies
20 cents per copy
- e. USB Drive
\$3.00 each
- f. Interlibrary Loan transactions are \$3.00 for books or videos, upon arrival. If any other charges are made by the lending library, these charges will be passed along to the patron. ~~***~~These fees may be adjusted at the discretion of the library director.
- g. Microfilm orders will be charged for the postage required to return them.
- h. Faxes (Incoming and Outgoing)
\$1.00 per page up to \$10.00 maximum, up to 25 pages.
More than 25 pages, go back to \$1.00 per page up to 25 pages.
- i. Scanning if done by staff
\$1.00 per item
- j. Laminating up to 11x17
\$1.00 per laminating sheet

10. FEES FOR SUPPLIES ON EQUIPMENT

- a. Cricut -- May use own supplies at no charge if compatible with machine
 - 1. Removable Vinyl \$0.15 per inch
 - 2. Iron on Vinyl \$0.25 per inch
 - 3. Cardstock \$0.20 per inch
 - 4. Balsa Wood \$1.00 per piece

- b. Button Maker – May use own supplies at no charge if compatible with machine.
 - 1. \$1.00 per button for all styles except:
 - 2. Red Flashing light \$2.00
- c. 3-D Printer Filament – use only library supplied materials
- d. Laser Cutter Materials
 - 1. Wood (sq ft charge based on current market price)

11. LIBRARY HOURS

- a. The library will be open for public use as follows:
 - Monday, Wednesday & Friday
10 AM – 5:30 PM
 - Tuesday & Thursday
1 PM – 7 PM
 - Saturday
10 AM – 1 PM
 - Sunday
Closed
 - Winter Hours are as follows:**
 - Monday, Wednesday & Friday
10 AM – 5:30 PM
 - Tuesday & Thursday
12 pm- 6pm
 - Saturday
10 AM – 1 PM
 - Sunday
Closed
- b. The library will be closed for all holiday closures recognized by the City of Kimball. Exceptions may be made at the discretion of the Library Board.
- c. Emergency closures due to weather or illness will be determined by the library director after consultation with the Library Board President and/or the City Administrator.
- d. The library will also close whenever appropriate to allow staff members to attend workshops or meetings to enhance their jobs.

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