

LAKE COUNTY

BOARD OF COUNTY COMMISSIONERS

POLICY

Title: Lake County Library System
Circulation and Registration

Number: LCC-8
Cancels: 04/01/03
Approved: 01/17/06

I. OBJECTIVE:

To ensure that free library privileges are available to all residents and part-time residents of Lake County or property owners of Lake County and to ensure a uniform system of library circulation and loan rules.

II. DEFINITIONS AND REFERENCES:

A. Adult:

For library system purposes, an individual sixteen (16) years of age, or older.

B. Youth:

For library system purposes, an individual under sixteen (16) years of age.

C. Individual library:

An individual Member Library or the Library Services Division as a whole. Branch libraries are considered part of the Library Services Division.

D. Lake County Library System (LCLS):

A public library cooperative made up of the Lake County Library Services Division, its branches and cooperative Member Libraries.

E. Library Services Director:

Lake County Library Services Director, the designated Administrative Head of the Lake County Library System.

F. Member Libraries:

Libraries which meet the "Guidelines and Minimum Standards for Public Libraries Entering the County Library System", Lake County Policy Number LCC-7; and which, through their local governing bodies, have entered into an Interlocal Agreement with Lake County to provide free library service to the residents of Lake County.

G. Branch Libraries:

Libraries which are funded and operated solely by Lake County Board of County Commissioners to provide library service to its residents and fall under the Library Services Division of the Department of Community Services.

H. Non-Resident:

An individual who neither owns real property nor resides in Lake County.

I. Part-time Resident:

An individual who meets the requirements for residency in Lake County but does not reside in Lake County on a permanent or continual basis.

J. Reciprocal Borrower:

A non-resident who resides in the service area or county with which Lake County has established a formal reciprocal borrowing agreement, and has been issued an LCLS borrower's card in accordance with this policy.

K. Resident:

An individual who either owns real property or resides in Lake County on a permanent or continual basis.

III. DIRECTIVES:

A. Registration:

1. Lake County residents or owners of Lake County property.

a. Adult Registration requirements:

1) Individuals must be sixteen (16) years of age or older.

2) To be eligible, an individual must reside in, or own property in Lake County.

3) Individuals shall complete a Lake County Library System Registration Card and verify current residence or ownership of property by presenting one (1) or more of the following showing a Lake County street address:

(a) Current Florida Driver's License or Florida Identification Card showing a street address;

(b) Current Florida motor vehicle

registration showing a street address;

- (c) Current property tax receipt showing a street address;
 - (d) Current Voter identification card;
 - (e) Current utility bill showing a street address;
 - (f) Checkbook with name and address imprint;
 - (g) Current lease agreement or rental agreement showing a street address;
 - (h) Federal income tax return showing a street address;
 - (i) Recent Florida intangible tax return showing a street address; or
 - (j) Valid school ID from an educational institution within Lake County.
- 4) Street addresses must accompany a post office box address.
- 5) Adult Lake County resident library cards are valid for three (3) years, and are issued at no cost to the borrower.

b. Youth registration requirements:

- 1) An individual under sixteen (16) years of age whose parent or legal guardian is eligible for a Lake County library card may register for library privileges.
- 2) The Youth must fill out, or have filled out for him or her, a Lake County Library System Registration card, and his or her parent, foster parent or guardian must verify residence or property ownership by presenting one or more of the items listed above under Section III.A.1.a.(3).
- 3) If the Youth is legally emancipated, the Youth may register for a library card following the policy for adult registration.
- 4) Youth Lake County resident library cards are valid for three (3) years, and are issued at no cost to the borrower.
- 5) An adult over twenty-one (21) years of age who willingly accepts responsibility for a Youth's library materials by signing the registration card on behalf

of a Youth may register a Youth following this policy. This policy is intended to encourage grandparents, neighbors, etc. to bring a Youth to the library who might otherwise not have that opportunity.

2. Non-residents

- a. A non-resident may purchase a library membership by paying a fee of FORTY DOLLARS (\$40.00) for either an annual individual or family membership. A library may choose to offer a six-month card for \$20.00.
- b. Non-residents must verify residence by presenting one or more of the items listed in Section III.A.1.a.(3).
- c. Non-residents must complete a Lake County Library System Registration card.
- d. Free courtesy cards may be issued at the discretion of the library.
- e. Non-resident and courtesy cards are good for one (1) year.

3. Part-time Residents

Part-time residents must show proof of both Florida and permanent addresses.

4. Reciprocal Borrowers

- a. Reciprocal borrowers must show a library card from a library with which Lake County has established reciprocal borrowing through formal agreement plus furnish verification of residence by presenting one or more of the items listed in Section III.A.1.a.(3).
- b. Reciprocal borrower library cards are valid for one (1) year and are issued at no cost to the borrower.

B. Circulation:

1. Circulation duration limits of circulating library materials shall be as follows:

- a. Books, audio cassettes, computer software in any format, and compact discs shall circulate for a period of three (3) weeks.
 - b. DVDs, videos, electronic games, and high demand items shall circulate for a period of seven (7) days.
 - c. Loan periods on magazines shall be set by the individual library.
 - d. Special collection loan periods may be established for additional holdings at the discretion of the individual library.
2. Patrons shall be allowed to renew an item for two (2) additional loan periods, unless the item is on reserve or the loan type does not permit renewals.
 3. Patrons may renew library materials by telephone. Patrons may renew library materials online unless the patron account has been sent to collection.
 4. Quantity limitations on the borrowing of library materials may be established by the individual library based on the nature and quantity of the materials available at that library.
 5. Borrowing privileges may be denied or revoked for failure to abide by Lake County Library System policies.
 6. LCLS materials may be returned to any Lake County Library System library or to any designated location.
 7. Circulation rules or guidelines governing equipment and any items not listed above shall be established by the individual library.
 8. Patrons may have up to 30 active item holds at one time.

C. Overdue Materials:

1. Charges
 - a. Overdue charges for books, videos, DVDs, art prints, audio cassettes, compact discs, and vertical file materials shall be \$.10 per day per item and the maximum cumulative fine per

item shall be \$5.00.

- b. Overdue charges for Interlibrary Loan materials shall be \$1.00 per day per item. The maximum cumulative fine per item for Interlibrary Loan materials shall be \$1,000.00.
- c. Overdue charges for computer software and electronic games in any format shall be \$1.00 per day per item. The maximum cumulative fine per item for computer software shall be \$10.00.
- d. No fines shall be charged for items that are uncataloged such as paperback books, puzzles, or magazines.
- e. Fine monies are to be retained by the individual library.

2. Overdue notices

Overdue notices, reminders, and bills shall be handled and issued by each individual library.

3. Lost or damaged materials

Rules regarding replacement fees, refunds, and associated costs for lost or damaged materials shall be established by the individual library. A \$5.00 processing fee is normally assessed for each lost item.

4. Materials lost by adult patrons under eighteen (18) years of age

If any Member Library patron age sixteen (16) or seventeen (17) has unresolved charges for lost library materials, the Member Library may present those unresolved charges to Lake County for payment.

D. Other Fees and Charges:

1. Each patron is entitled to one free replacement card. Replacement fees for any additional library cards shall be \$2.00.
2. Other charges such as computer printout charges, photocopy charges, and charges for returned checks

Number: LCC-8
Approved: 01/17/06
Page: 7

shall be established by the individual library.

IV. RESERVATION OF AUTHORITY

The authority to issue or revise this policy is reserved to the Board of County Commissioners.

Catherine C. Hanson, Chairman
Board of County Commissioners
Lake County

Number: LCC-8
Approved: 01/17/06
Page: 8