

PUBLIC SERVICES POLICIES

SECTION TWO: BORROWING OF MATERIALS

2.1 Borrowing Books and Other Materials

Rev 11/20/2013

Library borrowing privileges shall be granted to any individual who qualifies under sections 1.1 and 1.2 of this document and makes proper application for such privileges. Library patrons are asked to present their library card each time materials are borrowed from the Library.

Proper application for library borrowing privileges includes providing the library with necessary personal information, promising to comply with all library rules, agreeing to pay promptly all fines and damages incurred, and agreeing to give immediate notice of any change of address. Any child at 6 years old or entering the first grade may be granted a library card. All children under age 14 require that a parent or legal custodian of the child makes a proper application and such application is endorsed by the child's parent or legal custodian.

Loan periods for materials are as follows:

Times may renew:

Books (except reference)	2 weeks	2
Compact Disks	2 weeks	2
Magazines (current issues)	2 days	0
DVDs	1 week	1
Magazine (back issues)	(may be kept; donations accepted)	

Reference items and newspapers cannot be checked out of library except with special permission.

Except for DVDs & compact disks, an unlimited number of items may be checked out unless particular subjects are put on limited reserve. A limit of three DVDs and three compact disk audio books may be checked out by a patron at any one time.

Items such as back issues of magazines and other designated material are checked out at the desk, but are not entered into the NCPL computer system. Patrons are not obligated to return these items and like other sale items may choose to give the library a donation.

2.2 Renewing or Extending Loan Periods

5/19/2010

Items may be renewed or not renewed according to the chart in 2.1.

2.3 Overdue Materials **5/19/2010**

Items not returned or renewed by their due date are subject to fines. All items, except videotapes, DVDs, and music CDs are fined at a rate of ten cents per day not to accumulate over \$2.00 for any one item. Videotapes, DVDs, and CDs are fined at a rate of one dollar a day not to accumulate over \$3.00 for any one item.

2.4 Lost Materials **5/19/2010**

After notification by a patron, or after a final notice that materials are overdue and maximum fines are owed, the library may declare the item lost. The patron who loses an item is liable for the replacement cost of the item as determined by the Library System.

2.5 Damaged Materials **5/19/2010**

If an item is returned in damaged form by a patron and the Library System determines that the item must be replaced, the patron who had the item on loan when it was damaged is liable for the replacement cost of the item as determined by the Library System.

2.6 Revocation of Borrowing Privileges **Rev 11/20/2013**

It shall be within the authority of the Library System to revoke library-borrowing privileges of library patrons in the following instances:

- Patrons who have overdue library materials for which final overdue notices have been sent.
- Patrons who are negligent in making payment for damaged or lost materials.
- Patrons whose accumulated fines and penalties are in excess of \$10.00.
- Minors whose library privileges are to be revoked at the written request of the parent or legal custodian.

Any patron whose library borrowing privileges are revoked shall have the right to appeal such action to the Board of Trustees.

2.7 Reinstatement of Borrowing Privileges **Rev 10/19/2016**

The Library System shall reinstate library-borrowing privileges as follows:

- For patrons who have library materials which are overdue, library-borrowing privileges shall be reinstated upon return of the materials.
- For patrons whose accumulated fines or penalties are in excess of \$10.00, privileges shall be reinstated upon full payment of these fines or penalties.

- For minors whose privileges have been revoked at the request of a parent or legal custodian, privileges shall be reinstated with the written approval of the parent or legal custodian.

2.8 Confidentiality of Records

5/19/2010

The Code of Virginia 2.1-342 states,

The following records are excluded from the provisions of this chapter [Virginia Freedom of Information Act] ... (8) Library records which can be used to identify both (I) any library patron who has borrowed material from a library and (ii) the material such patron borrowed.

Accordingly, when any local, state, or federal official, or a private citizen, seeks to gain access to library personal data, the following principles and procedures shall apply:

Library personnel shall not reveal any personal data on library users or allow access to such records. Library circulation records are confidential and gathered for library purposes. These records are not to be used to disclose identities of individuals in connection with materials borrowed from any facility of the Nottoway County Public Library System. Individuals seeking personal data from library records shall be referred to the County Library Director.

To protect the library user against invasion of privacy, the County Library Director shall withhold any information to be used for non-library purposes until served with a legal process, order, or subpoena which specifically identifies the information required and the purpose of such a request.

Upon advice of legal counsel, if defects are noted in the process, order, or subpoena, there shall be insistence made to proper persons that such defects are corrected before any records are released. No records shall be released until such process, order, or subpoena is proper and in full compliance with proper legal authority, whether local, state, or federal in nature.

Any problems or conditions relating to the privacy of a library user's personal data as recorded by the Nottoway County Public Library System which are not provided for in this policy statement shall be referred to the County Library Director. A decision on heeding the request shall be based upon proper study of the issues, and if necessary, upon the advice and counsel of the Chairman of the Board of Trustees and/or legal counsel.