



CIRCULATION POLICIES

Approved by the Vista Grande Public Library Board of Directors – July-2008

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Library Cards

In accordance with the Vista Grande Public Library, any person living within the service areas as defined by the Southeast Sector of Santa Fe County (see map for detailed boundaries) may become a member and receive a library card. Library cards are also issued to nonmembers who live outside this geographical area. Children under the age of thirteen (13) need a parent's signature to get a card.

Eligibility for Borrowing Library Materials

The following conditions must be met to borrow materials:

1. A valid Vista Grande Public Library card is presented. (Please refer to "Library Cards Policy" for requirements.)
2. The person has not been evicted from the Library for violation of library rules.
3. There are no outstanding fees, or overdue items on the person's record.

Responsibility for Library Materials

The individual whose library card or library card number is used to borrow materials is responsible for the materials unless the person reports the library card missing or stolen. The Library will loan materials to a person in hand, or to a person who can provide accurate information or picture identification to satisfy library staff that the person is a registered borrower.

The Library cannot take responsibility for personal items or items borrowed from other libraries that are left at Vista Grande Public Library.

Overdue Items

Borrowers are expected to return items they borrow on or before the established due date. An item is considered overdue the day after the due date.

Damaged or Lost Library Materials

The Library expects that all items borrowed from the Library will be returned in the same condition as at the time of loan except for normal wear. Damages beyond normal wear will be assessed by the library staff and repair or replacement of library materials may be charged to the individual.

Lost items will be considered as overdue items until the assessed cost is paid in full. The Library will determine the cost based on retail replacement cost of the item or, if the item is no longer available, on average retail cost of similar items.

The Library may accept a replacement for a damaged or lost item in lieu of payment, but reserves the right to decline acceptance or replacement item.

The Library, or designee, may approve reinstatement of a person's borrowing privileges without payment of damage, if unusual circumstances warrant a waiver of this policy.

Once a fee has been paid, or a replacement accepted for a lost or damaged item, a refund or return cannot be given.

Loan Periods

Loan periods shall be determined by the Library Director, and shall be posted in the Library.

Item Limit

The item limit for new books, books-on-tape, DVDs, children's books and the general circulating collection shall be determined by the Library Director, and shall be posted in the Library.