

Hopkins County-Madisonville Public Library

LIBRARY USE

Public Policy

Every resident of Hopkins County is encouraged to use the Public Library facilities via Main Library, Bookmobile, or Branch Library. Each library card applicant must furnish all information requested on an application form.

Patron must supply: Official form of photo ID with current address. If photo ID does not contain the applicant's current address, another form of identification may suffice but must be an ID from a government association or agency, a city/county utility bill, a property bill for property in Hopkins County, or some other official piece of mail designating the applicant's name and their correct address within Hopkins County.

Juvenile Cards: Parent/Legal Guardian must be present to establish a juvenile card account for minors aged 3-17 years. These accounts allow full access to library materials excluding DVD/Blu-Ray titles, A/V equipment, and backpacks. Guardian name, address, contact information, and signature is required. ID of parent/legal guardian and proof of address also required (see above).

Juvenile Limited Cards:

In the event a parent/legal guardian is not available and another responsible adult is present (Grandparent, sibling, aunt/uncle, cousin over age 18) to sign, a juvenile limited card may be issued. Guardian name (or responsible adult), address, and contact information is required along with some form of identification if available. These accounts allow computer access (where applicable) and a restricted loan limit of 3 books/audio materials (except for first-time use cards, which is two [2] books/audio materials). Videos may not be checked out with a juvenile limited card.

Out of County: Out-of-county library cards are available to patrons who do not live, work, or own land in Hopkins County. Out-of-county cards require a small yearly user fee, which must be paid by each member of the family receiving a card. Full- Access out-of-county cards have a \$20.00 user fee and give patrons full access to all of the same materials and services as their in-county equivalents. If an out-of-county patron wants a library card but does not require access to the Library's physical collection, an Online-Only out-of-county card is available for a \$10.00 user fee; this card gives access to all of

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the Library's electronic resources (use of the Library's public computers, electronic books, website resources, etc.) but does not allow for checkout of any of the Library's physical materials (physical books, DVDs, A/V equipment, etc).

- Circulation:** Books are circulated for 21 business days with a five day grace period. The Bookmobile allows a monthly checkout depending on the rotating schedule. If a patron misses the five (5) day grace period, fees for all five (5) days will be tallied plus any additional time. If the items are returned within the five (5) day grace, fees are forgiven. All materials may be renewed twice with the exception of videos, which may be renewed only once, and A/V equipment which may not be renewed. Videos circulate for three (3) business days with no grace period.
- Request:** Patrons may request library items by filling out the appropriate request form at the front desk. Item-requests will be considered according to popularity, collection development policy, general acceptance, price, content, and relation to overall library services. Not all items requested will be purchased.
- Check Out:** All new users will be limited to two (2) items with a first time library card. A/V equipment cannot be checked out with a first-use card. In times of high-volume requests, the library reserves the right to hold a few items on each subject within the library to supply patron demand. Audio books and music CDs are limited to 4 items each per patron. Each patron is limited to a total of twenty (20) items checked out at any one time with the exception of a first-use card. Patrons may also request books and audio books from either the main library in Madisonville or the Dawson Springs Branch Library to be intra-library loaned; however, videos and all materials less than one (1) year old may not be loaned.
- Video Checkout:** Only those 18 and older may check out videos. A limit of four (4) videos will apply toward the overall twenty (20) item maximum limit. Patrons may only have one (1) item from the "TV" section checked out at a time.
- Audio/Visual:** Audio/Visual equipment and screens are also available for checkout. Appropriate identification and a library card in good standing are required to borrow equipment. A 24-hour checkout

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time is allocated. Patron must be 18+ years of age to checkout A/V Materials. Audio/Visual equipment may not be renewed, nor checked out with a first-use card. (Please note that the Madisonville Library does not provide free headphones for public use (e.g., adult public computers); however, free headphones are available for the children's computers. Should any other patron desire sound for whatever device they are using then they are advised to bring their own. The Madisonville Library does provide earbuds for \$2.00 each which can be purchased at the Circulation Desk. The Dawson Springs Branch Library provides free headphones use for all.)

Go Packs (Kits): Themed backpack kits (Go Packs) are available for checkout. Only patrons 18 and older with accounts in good standing may check out Go Packs. Go Packs check out for a period of fourteen (14) days and may be renewed up to two (2) times. Overdue fines for Go Packs are \$2.00 per day with a fine cap equal to the total cost of replacement (including backpack) plus processing fees. Patrons are responsible for any missing or damaged items and must pay for item/s replacement before they can check out materials or use the Library's public computers.

Periodicals: Magazines and newspapers may not be checked out at the Main Library (Madisonville) and must only be used in the designated reading area adjacent to the periodical shelving. Patrons should also be mindful when using these materials, such as newspapers, that others may be waiting to use them too. Staff reserves the right to regulate a periodical's usage should any one patron have had a periodical for a significant amount of time and someone else is waiting to use it. The Dawson Springs Branch Library does check out magazines (21 business day limit) but they do not check out newspapers.

Overdues/Fines: No patron with outstanding fines or overdues may check out library materials or use the public computers. This includes situations in which a patron has outstanding fines or overdues on their own account but has another patron's permission to check out items on their account. All checkout and computer use activity is forbidden until the delinquent account is cleared. Also, since only adults can be responsible for a minor's materials, any minor residing in a household with an adult patron holding outstanding fines or

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materials is also ineligible for checkout if the adult is the minor's parent or legal guardian.

Overdue notices are generated by computer approximately two (2) weeks after an item has been found to be overdue. These notices are mailed every two weeks to patrons. A second notice and/or phone call may be sent by the librarian offering another chance to return overdue items or to verify correct name and address.

Fine Schedule: \$.10 per day with a \$2.00 maximum fine on each book; \$2.00 per day per item on DVD with a \$6.00 per item cap. Audio CDs are \$.10 per day not to exceed \$2.00. Audio Visual equipment is \$5.00 per day until the fine reaches the cost of the item.

Reference: Reference services are available by phone, e-mail, and in-person at the library. Reference requests may be subject to staff availability and the nature of the request.

Donations: Donations may be accepted dependent upon available space and the condition of the items. Donations must be relative to library collection. Not all donations will be added to the library collection. Items not added to the library's collection may be sold to benefit the library. Any remaining books unsold or not accessioned may be recycled or given to other organizations (e.g., prisons libraries, schools, children's homes, etc.)

Bookmobile: The bookmobile is available for county-wide services. A winter and summer schedule exist which will vary depending upon service area. A printed schedule is available semi-annually. The bookmobile will notify users in a particular area when it is off the road due to weather, emergency, maintenance, illness, etc. Some bookmobile programming is available for day care centers and housing projects as well as special school programming as scheduling permits. Call the library to be placed on the schedule. Not all stops are permissible.

Book Drops: Book drops or returns are serviced on a weekly basis by the Bookmobile Librarian. They are located throughout the county. Only the book drop in front of the Main Library permits the return of video, DVD, audio, or CD materials. Heat and coldness can affect these items. The book drop at the main library is checked frequently during regular business hours. Other book drops are

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checked on a weekly or semi-weekly basis. The branch library checks its book drop daily and does not permit audio/visual returns via its book drop. The birdhouse libraries are not owned or maintained by HCMPL. Items from the library's collection may not be returned at these locations.

- False Information:** False patron information deliberately given to a library employee regarding details and circulation record or identification will result in the loss of library privileges.
- Children and Teen Areas:** The Main Library's (Madisonville) teen and children's study tables and chairs are for children and teen use only – unless an adult is accompanied by a minor in their care. Adults wishing to study, read, etc. should use any of the other available study tables and chairs located in the reading area, adult stacks, or adult computer lab. Adult patrons unaccompanied by a minor may still browse and check out materials from both the teen and children's areas, provided they do not loiter.
- Replacement Cards:** Replacement cards may be purchased for a \$2.00 fee. Patrons should strive to keep up with their original wallet and keychain cards.
- Lost & Damaged Materials:** Patrons are responsible for the cost of any missing or damaged items and must pay for item/s replacement before they can check out materials or use the Library's public computers. Replacement costs are calculated by adding the total cost of the item/s (shown either in the Library's catalog record or the current market price – whichever of the two is cheaper) – plus a \$1.50 processing fee per book and/or \$5.00 processing for videos, whichever is applicable, and any associated overdue fines. Patrons may also elect to purchase and donate an identical copy of the item that was lost or damaged in lieu of the Library serving as the purchasing agent. Trades are sometimes permitted, such as swapping non-identical items for lost/damaged items. These materials will be judged on a case-by-case basis by the Library Director and/or a staff designee, and are

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dependent upon the current needs of the collection as well as the item's currency, condition, and usefulness.

Item Refunds:

Any materials lost and paid for may be reimbursed to the paying patron (less fine and processing fee) if receipt of refund showing payment for item is returned with item. Patron may not return a receipt more than six months from date of payment.

End of Day:

Patrons wishing to check out library materials must do so no later than 10 minutes before closing to give staff sufficient time for closing procedures. Patrons wishing to sign up for new library cards must do so no later than 15 minutes before closing. The computer and print lab shuts down 15 minutes prior to closing.

Other Services:

Anyone using in-house library services or bookmobile programs will be expected to adhere to all policies and regulations. Privileges can be revoked when deemed necessary. Please consult additional Hopkins County-Madisonville guidelines for additional public policy information. These are available at the Circulation Desk and on the Library's web site.

Computer Usage:

Please consult the Hopkins County-Madisonville Public Library's *Computer and Internet Use Policy* for more information on this topic.

Fee Schedule

- **Receive Fax:** \$1.00 per page for first five (5) pages; additional pages: .50 each
- **Send Fax:** \$1.00 per page for first five (5) pages; additional pages: .50 each
- **Photocopies:** Black and White = .10 per page (.20 double-sided); Color = .50 per page (.60 double-sided)
- **Computer Print-outs:** Black and White = .25 per page (.30 double-sided); Color = .50 per page (.60 double-sided)
- **Notary:** \$1.00 per signature

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- **Scanning:** \$1.00 for first 5 pages, .25 for each additional page
- **Earbuds:** \$2.00 (Please note that the Madisonville Library does not provide free headphones for computer use; however, the Dawson Springs Branch Library does provide free headphone use. Patrons using the Madisonville Library should either bring their own headphones or purchase earbuds from the Madisonville Library if they desire audio).
- **Kentucky Driver Manual:** \$7.20 (regular sized version); \$3.70 (1/2 sized version)
- **Commercial Driver License Manual:** Prices vary depending on which sections are needed. Please inquire at the Circulation Desk for more information.

Approved by the Hopkins County-Madisonville Public Library Board of Trustees on January 18, 2017, (Carolyn Ferrell), President.

Last Reviewed: 4/20/2017

Date Revised: 2/15/2018

(All previous versions of this policy are void.)