



## **CIRCULATION POLICY**

### **Adopted 1/10/2018**

#### **Library Cards**

Persons wishing to check out materials from the Jefferson County Library must have a valid library card.

A free library card may be obtained by making application at the Library or at the Bookmobile. Identification is required. New cardholders with unverified addresses will be limited to four items on their first visit to the Library.

Applicants under 18 years of age must have a parent or guardian give their consent on the application form before a new card can be issued.

There is no fee to replace a lost/missing library card. Cardholders should inform the library as soon as possible if they believe their card has been lost.

A Library card allows the holder to access: physical library materials (books, DVDs, etc.), e-Books and e-Audiobooks via the Washington Anytime Library, and digital resources including research and consumer information databases.

#### **Loan Periods**

- Books
  - Most items: 3 weeks
  - High-demand titles: 2 weeks
  
- Magazines
  - Current issue: in-house use only
  - Older issues: 1 week
  
- Media (video, audiobook, music CD)
  - Circulation period: varies
  
- Special Collections (i.e., equipment, rare items, other non-book materials)
  - Circulation period: varies
  
- e-Books/e-Audiobooks
  - Circulation period: varies

## **Renewals**

Library materials that are checked out may be renewed (checked out again) up to two times if there are no other holds/requests on the items. Renewals of library materials may be performed automatically by the Library management system, by the cardholder via an online account, or by Library staff.

e-Books and e-Audiobooks may be renewed if there are no other holds on the items. These renewals must be performed by the cardholder via their Washington Anytime Library account.

## **Holds/Requests**

Cardholders may place holds on items that are not currently available in the library but are listed in the Library catalog. Holds may be placed by a cardholder via an online account or by a library staff member.

Cardholders may place holds on e-Books and e-Audiobooks via their Washington Anytime Library account.

Cardholders who desire materials that are not listed in the Library catalog may use the Interlibrary Loan service.

## **Returning Materials**

Physical materials may be returned to any CLAN Library, the Bookmobile, or CLAN book drop. e-Books and e-Audiobooks are automatically returned to the lending service.

## **Fines and Fees**

The Library does not charge fines for its overdue materials. Books, videos, or other materials that are lost or damaged are billed at the current price for replacement.

Cardholders owing \$25.00 or more in fees will be blocked from borrowing additional library materials until payment has been made and the total owed is reduced to less than \$25.00.

Interlibrary Loan services are provided at no charge for cardholders who request access to items not owned by the Jefferson County Library. However, Interlibrary Loan materials not owned by Jefferson County Library that become overdue or damaged may have fees assessed at the discretion of the lending library.

## **Confidentiality**

Consistent with RCW 42.56.210 and 42.56.310, it is the policy of the Library that any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, which discloses or could be used to disclose the identity of a library user, is exempt from public inspection and copying. These records are considered confidential and protected by the right of privacy established by the Constitution of the United States and the Constitution and laws of the State of Washington.