

<b>Sidney Memorial Public Library</b>	Section:
Manual Name: Library Policy Manual	Date Issued:
Section: General Circulation Guidelines	Date Created/Revised: 09/10/2013; 08/08/2022
<p><b>General Circulation Guidelines</b></p> <ol style="list-style-type: none"> <li>1. Patrons must be in good standing to check out materials from the library.</li> <li>2. Patrons must have a library card in their own name to check out materials. <ol style="list-style-type: none"> <li>a. If a patron has forgotten or misplaced his/her library card, but is in good standing, obtain another form of identification. (i.e.: a driver's license)</li> <li>b. Staff members should also check patron registration to ensure that address and phone are correct and current. The only exceptions are:</li> <li>c. Reserve materials: patrons can pick up holds for other patrons with the owner's library card for the express purpose of signing out a reserve which the library has notified the requesting patron is available.</li> <li>d. Homebound patrons: Such patrons may, by prior arrangement with the Library Director, designate up to two people who may borrow items for them. A letter formalizing this arrangement, signed by the homebound patron, must be submitted and will be kept on file by the Library Director. The Library Director will place a note on the homebound patron's record specifying the name of the designated borrower, and the designated borrower must present the homebound patron's card. Responsibility for items borrowed under this arrangement rests solely with the homebound patron.</li> </ol> </li> <li>3. Borrowers reporting that they have lost their library card must present valid identification in order to obtain a replacement card. There is a \$1 fee for a replacement card.</li> <li>4. Patron cards scanned into mobile devices are not acceptable for purposes of accessing patron records.</li> <li>5. All books, audiobooks, and music compact discs circulate for three weeks</li> <li>6. Magazines circulate for two weeks. <ol style="list-style-type: none"> <li>a. The current issue of a periodical <i>does not circulate</i>.</li> </ol> </li> <li>7. DVD's, Story Time kits, Sensory kits, and the Telehealth kit circulate for one week.</li> <li>8. Puppets circulate for two weeks.</li> <li>9. Reference materials <i>do not circulate</i>.</li> <li>10. Patrons may borrow up to 50 books, 5 DVDs, 2 audiobooks on CD, 2 puppets, 1 story time kit, 2 CD's, and 2 magazines, and 3 graphic novels.</li> </ol>	
Approved by Board: 08/08/2022	