

Circulation Policy

INTRODUCTION

It is the policy of the De Soto Public Library to provide its current and potential patrons with the fullest possible access to library materials and services within budgetary constraints. While the Library must take reasonable precautions to avoid theft and damage to its collections and facilities, the intent of the Library's circulation policy is to enhance access, not to restrict it.

CONFIDENTIALITY OF LIBRARY RECORDS

Library records that are deemed confidential are covered by Missouri Revised Statute 182.817, with definitions provided in RSMo 182.815. The Library recognizes that its circulation transaction records and other records identifying the names of library users with specific materials, computer database searches, interlibrary loan transactions, reference queries, requests, equipment or rooms, or other specific uses of the library are confidential in nature. This information will be disclosed only upon the request or consent of the individuals or groups whose library privileges (uses) are directly affected or pursuant to a court order that shows cause and is in proper form as required by statute.

IMPLEMENTATION OF POLICY

A Library staff member receiving a request to examine or obtain information relating to circulation transactions or other records identifying the names of library users will state that they are not authorized to release such information as a matter of policy based on Missouri law. Library staff will immediately refer the request for release of information to the Director who will explain the Library's confidentiality policy. The Director, upon receipt of a court order, shall provide such information as allowed by the laws of the State of Missouri. Any threats or unauthorized demands (i.e. those not supported by a court order) or problems relating to the privacy of circulation and other records identifying the names of library users shall be reported to the Director. All staff is expected to honor the confidentiality of customer records. Failure to do so is grounds for dismissal.

ELIGIBILITY REQUIREMENTS

Every resident of the City of De Soto (or those owning property within the city limits) is entitled to a free De Soto Public Library card by filling out an application and presenting proof of identity and residency. Proof of residency documents include any of the following:

- Current bill (either paper or electronic)
- Current bank statement
- Current pay stub
- Property tax bill
- Current lease or mortgage agreement

Persons living outside of the city limits of De Soto, are able to obtain a non-resident library card for a fee. Non-resident cards afford borrowers the same privileges as resident cards.

TYPES OF LIBRARY CARDS

Library cards are renewed annually.

- **Adult** – Individuals 18 years of age or older OR at least 17 years of age that have been emancipated according to Missouri Statute RSMo Section 431.056.
- **Minor** – Individuals 17 years of age or younger. In order to obtain a minor card, a parent or legal guardian must also have a card and sign the permission waiver on the back of the application allowing their minor full access to the entirety of the library collection including, but not limited to: public computers, electronic resources, and self-checkout. If the parent or legal guardian does not agree to these terms, a minor card will not be issued.
- **Student** – Any student attending a school within the 63020 zip code is allowed to obtain a free library card, regardless of where they reside. A parent or legal guardian must complete the application and sign the permission waiver on the back of the application allowing their child full access to the entirety of the library collection including, but not limited to: public computers, electronic resources, and self-checkout. If the parent or legal guardian does not agree to these terms, a student card will not be issued.
- **Educator** – Individuals 18 years of age or older. Any educator teaching at a school within the 63020 zip code is eligible for a free library card, regardless of where they reside. Proof of employment required.
- **eCard** – Individuals 18 years or older. This card allows access to electronic materials only.

SPECIAL BORROWING SITUATIONS

- **Borrower is a Homebound Resident** – Individuals living in assisted care facilities or attending adult day care facilities, are eligible for a free library card.
- **Borrower is a City of De Soto Property Owner but Lives Elsewhere** – Individuals 18 years of age or older that fall in this category, may receive a free library card by presenting a current tax bill for property within the City limits.
- **Borrower is a Library Board Member or a Retired Staff Member with More Than 10 Years of Service** – Individuals fitting these criteria are eligible for a free lifetime library card regardless of location of residence.

ASSESSMENT OF FEES/FINES

The De Soto Public Library does not charge a fee with the exception of the following:

- **Replacement library cards** - \$1.00
- **Overdue Telescopes/Binoculars** - \$10.00 per day. At ten (10) days overdue, the cost of the telescope will be billed to the cardholder.
- **Damaged/Lost Items** – In the event that library materials are lost or damaged by patrons a fee will be charged to repair or replace the items. The cost to patrons for lost materials is the amount that appears in the De Soto Public Library bibliographic record for those items. Borrowers will be charged a fee for missing pieces from items such as audiobooks, DVD's, kits, and telescopes. The Library Services Supervisor responsible for the collection from which the item was taken will make the assessment of fees for damaged materials. He/she will also determine if a suitable replacement from the patron is acceptable, i.e.: new or like new. If an item has gone to 'lost' status and is returned by the patron after this time, the patron will be billed \$6.

Exemption from Assessment of Fines for Damaged and Lost Materials

Borrowers who suffer a natural disaster, such as fire or flood, which results in damage to or loss of library materials, may be exempted from the assessment of fines and charges. A copy of a police, fire, or insurance report substantiating the loss is required in order for fines to be exempted under these circumstances.

Loss due to theft is the fiscal responsibility of the borrower. If materials are fraudulently borrowed on a lost or stolen library card and the owner of the card reports the card lost within 30 days after an item is overdue, the cardholder's liability will be limited to \$50.00.

LOAN OF LIBRARY MATERIALS

The vast majority of materials owned by the De Soto Public Library are made freely available for loan and is referred to as circulating materials. There are some items, which for a number of reasons are not generally available for loan, but are reserved for use within the library. These materials are non-circulating.

- **Circulating Materials**
The circulating collections of De Soto Public Library are available for loan to all valid cardholders, according to the borrowing privileges of their card types. The circulating collections include cataloged books, periodicals, compact discs, kits, digital books, fishing poles, binoculars, and telescopes. De Soto Public Library will not be held liable for damage to a patron's property while borrowed materials are in use.

- **Loan Periods**
Items from the circulating collections of De Soto Public Library are typically lent for a period of 3 weeks. The standard loan period for fishing poles, binoculars, and telescopes is 7 days.
- **Renewal of Materials**
Most circulating items from the De Soto Public Library collection, with the exception of telescopes and binoculars, may be renewed for 1 time provided there are no outstanding requests for the items by other users. New books are not renewable.
- **Limits of Items Loaned**
Adult cardholders may borrow up to a total of twenty five (25) items. This total includes limits on the following media types:
 - There is a limit of five (5) items for DVDs
 - There is a limit of two (2) items for kits.
 - There is a limit of one (1) telescope and (1) binocular.
- Minor cardholders may borrow up to 5 items.
- Student cardholders may borrow up to two (2) of the following: books, audiobooks or kits. DVDs, fishing poles, telescopes, and binoculars are not able to be checked out on a student card.
- **Non-Circulating Materials**
Certain items from the collections and departments of De Soto Public Library are determined to be non-circulating. Most items can be photocopied within copyright laws. Access to rare and fragile materials is restricted and photoduplication may not be available.

Materials are determined to be non-circulating after consideration of:

- Frequency of public demand for reference purposes
- A need to guarantee the integrity of comprehensive collection of periodicals, documents and archives
- The inability to replace or duplicate
- The requirement for special equipment
- Concern for conservation and preservation of rare, fragile and unique items
- Exceptionally high purchase price
- Site licensing agreements
- Copyright law
- Any obligation to honor endowment stipulations
- The need for staff use of materials in daily operation of the library
- Reservation of materials for exhibition

Exceptions can be made at the discretion of the Director and Technical Services Specialists, which allows for special, restricted loan of non-circulating materials.

INTERLIBRARY LOAN

De Soto Public Library participates in interlibrary loan as both a borrowing and a lending institution as part of the Missouri Evergreen Consortium. Materials not owned by the De Soto Public Library may be borrowed from other libraries in the Consortium. Loan requests are made according to the Missouri Evergreen Policy.

De Soto Public Library provides Interlibrary Loan request service only to holders of valid borrower's cards. This service is free of charge; however, De Soto Public Library loan and checkout rules apply. In addition, any De Soto Public Library materials will follow checkout guidelines established by the patron's home library.

In the event that library materials are lost or damaged by patrons a fee will be charged to repair or replace the items. The cost to patrons for lost materials is the amount that appears in the De Soto Public Library bibliographic record for those items plus a \$5 processing fee.

Most circulating materials at De Soto Public Library are made available for Interlibrary Loan. De Soto Public Library does not loan newspapers, genealogical information, census records, microfilm or audiovisual items, binoculars, fishing poles, telescopes, and kits via Interlibrary Loan. Non-circulating items are generally not available for Interlibrary Loan.