

Haywood County Public Library

Circulation Policy

Obtaining a Library Card

Adults

Anyone who meets one of the following qualifications may obtain a library card free of charge upon verification of identity and address:

- Resident of Haywood County
- Property owner in Haywood County
- Student or teacher at a Haywood County school, college, or university
- Employees working in Haywood County

Teens

Teens with a valid driver's license may obtain a library card upon verification of identity and address.

Other Minors

Minors without a driver's license must have parental consent. The parent/guardian must sign the minor's application form, have a valid library card in good standing (not owing more than \$5), and show verification of identity and address. The parent/guardian is responsible for any overdue fees and lost or damaged items that accumulate on the minor's card.

Nonresidents

Nonresidents who do not meet one of the qualifications above will be charged an annual fee of \$25, per person, for a library card to borrow materials and access digital services. Nonresidents will not need a library card to enter a library building or to use general services, to read materials in the library, and to attend programs.

Institution Permission

Institution designation may be granted to:

- **Haywood County Teachers, Daycare Workers, or Nursing Home Staff**
The school principal, director, or owner of the institution must sign the card application. Materials checked out must be for the institution and not personal use.
- **Home School Operators**
A formal acknowledgment from North Carolina's Division of Non-Public Education or a Notice of Intent to Operate a Home School must be presented. Items checked out must only be for home school teaching and not personal use.
- **Homebound**
A medical professional must sign the card application for those with medical restrictions preventing prompt return of library materials.

Materials checked out under Institution Permission do not accrue late fees, but cardholders are responsible for all lost, stolen, or damaged library materials. To maintain Institution Permission, the individual cardholder may not have more than \$5 in accrued fines or fees.

Approved by the Library Board of Trustees 10.21.2020

Approved by the Haywood County Board of Commissioners 11.16.2020

Presenting Library Cards

For the protection of each library user, library cards must be presented at the time materials are checked out or before users can have computer access. If a library card is temporarily unavailable, a valid driver's license may be presented to check out materials or to request a guest pass to use a computer. Cardholders are responsible for any and all materials checked out on their library card, with or without their knowledge. Any overdue fees, as well as the cost of replacing or repairing lost or damaged items will be charged to the cardholder. A processing fee of \$5 (five dollars) for each lost item will also be charged to the cardholder.

Invalid & Expired Library Cards

A library card becomes inactive and borrowing privileges are suspended when a cardholder owes more than \$5 in fines or fees. Library cards expire every three (3) years so contact information can be verified as current. Borrowing privileges are temporarily suspended until cards are renewed, which can be accomplished by visiting the library, calling the library, or emailing a library staff member with valid contact information details.

Loan Periods

DVDs	7 days
New Adult Materials	14 days
Audio Materials (all formats)	21 days
Books	21 days
Periodicals	21 days
Library of Things	7 days (no renewals)
Hotspots	14 days (no renewals)

Fines and Fees

All materials except those listed below	\$.25 per day/\$10 maximum
DVDs, Launchpads, Library of Things	\$1.00 per day/\$10 maximum
Hotspots	\$5.00 per day/\$25 maximum

North Carolina Debt SetOff

As a department of Haywood County, the Library participates in the North Carolina Local Government Debt SetOff Clearinghouse. Any Library debt in excess of \$50 (fifty dollars) and delinquent for 60 (sixty) days or more will be submitted for recovery. Delinquent debts are offset by garnishing the debtors' North Carolina state tax refunds and Education lottery winnings.

Renewals

All materials other than items in the Library of Things may be renewed, one time, unless the item is on hold for someone else. Renewals may be placed at public access catalogs, online, by phone, or at the Circulation Desk.

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Lost Items

Materials not returned within sixty (60) days are considered lost. The cardholder will be charged the original cost of the item, plus a \$5 (five dollar) processing fee. Refunds will not be issued for returned items after payment has been made. The library does not accept replacement copies.

Lost or broken discs from audio, CD, or DVD sets will be billed at the replacement cost of the entire set unless the single disc is available for replacement. If available, the replacement cost for a single disc is \$8 (eight dollars).

Lost, stolen, or mutilated library cards will be replaced for a fee of \$2 (two dollars). Cards that have worn out as a result of ordinary use will be replaced at no charge.

Faxes, Printouts & Copies

To SEND a fax within the US	\$1.00 per page
To SEND a fax outside of the US	\$2.50 per page
To RECEIVE a fax	\$.20 per page
Printouts	\$.20 per page
Copies	\$.20 per page