

Circulation Policy

The resources of the Baxter County Library are administered as a public trust by the Baxter County Library Board. The public is welcome to use Library materials in the Library during regular hours, but borrowing of Library materials is restricted to holders of a Baxter County Library card.

ISSUING LIBRARY CARDS

The following requirements for issuing a Library card are in place to protect the community's investment in Library resources and ensure they are available to everyone.

Residents

Residents of Baxter County will be issued a Library card at no charge when these requirements are met:

1. Completed application form. Application forms may be completed online at www.baxtercountylibrary.org or at the Baxter County Library in Mountain Home.
2. Presentation of valid photo identification and proof of address in Baxter County.

Non-Residents

Persons living outside Baxter County must meet the requirements above, except for proof of Baxter County residency, and pay an annual fee of \$30 per family, per residence. Family includes up to two adults and their children under age 18.

The following individuals may be issued a card at no charge:

- Students currently enrolled at ASUMH or any Baxter County public school
- Professors and teachers currently employed at ASUMH or any Baxter County public school

Age Requirements

Library cards may be issued for children beginning at birth, with the following requirements:

1. A parent/guardian must take financial responsibility for materials borrowed by a minor or dependent and provide photo ID and address verification.
2. A signed Parent/Guardian Responsibility Agreement is required for cards issued to anyone under the age of 18.

3. By signing the Parent/Guardian Responsibility Agreement, parents/guardians acknowledge responsibility for the items borrowed, fees incurred, their children's selection of materials, and computer and internet usage.

Parent/Guardian Supervision

Parents or legal guardians should supervise their child's usage of Library materials, online resources, and internet sessions. It is the Library's policy that parents/guardians are responsible for deciding what Library resources are appropriate for their children. This policy applies to parents/guardians of all children under age eighteen (18). Parents/guardians may feel that some resources are inappropriate for their children. Parents/guardians should let their children know if there are materials that they do not want them to use.

Seasonal Residents

Seasonal residents who meet the requirements above and own property in Baxter County will be issued a card upon proof of property ownership in Baxter County. Ownership can be verified by a call to the Assessor's Office.

Temporary Residents

Temporary Residents may be issued a temporary card with a deposit of \$25 which can be refunded when all materials are returned in good condition. The number of items which can be checked out with a Temporary Card is limited to two at a time.

Institutional Cards

Businesses, organizations, etc. may be issued an Institutional Library card upon completing the proper application which contains a statement of responsibility for materials signed by someone with the proper authority within the institution.

REPLACEMENT OF LIBRARY CARD

Lost or destroyed cards will be replaced for \$2 per card.

PATRON RESPONSIBILITIES

1. The Library patron is responsible for notifying the Library of any change in mailing address, telephone number, etc.
2. The patron is responsible for the careful use of all Library materials and for returning all materials on or before the due date.
3. The patron is responsible for payment of all fines or charges for overdue materials and for replacement cost of lost or damaged materials unless the card is reported lost or stolen.

OVERDUE MATERIALS

To encourage timely return of borrowed materials, the following fines will be charged:

1. Fines for overdue materials will be 10 cents per day per item. Fines will be computed beginning the day after the material is due and ending the day before the material is returned. The fine per item is capped at \$5 or at the replacement cost of the item if the replacement cost is under \$5.
2. Fines on overdue interLibrary loan materials are set by the lending Library and are a minimum of \$5.00 per offense. Extensions of the due date on interLibrary loans may be granted by the lending Library sometimes if requested in advance. Such extensions should be requested only for extended research needs. In the case of lost items, the lending Library may charge a processing fee in addition to replacement costs. Such charges are the responsibility of the borrower.

RESTRICTION OR SUSPENSION OF PRIVILEGES

When materials are lost or overdue, or a patron owes \$5.00 or more in fines, borrowing privileges may be suspended until fines or replacement charges are paid.

When a patron, because of habitually late material, frequent telephone disconnects or address changes, is deemed by the Library Director to be high risk, borrowing privileges may be restricted to two items out at any time.

PATRON RECORDS

The Library may disclose personally identifiable information concerning any patron to:

1. The patron
2. Any person with the informed, written consent of the patron
3. A law enforcement agency or civil court, under a search warrant
4. Any person, including without limitation the patron, who has received an automatic telephone notification or other electronic communication for overdue materials or reserve materials if the person making the request can verify the phone number or the email address to which the notice was sent

The Library may disclose confidential library records to:

1. The patron
2. The parent or legal guardian of a patron who is younger than 18 years of age.