

Circulation Policy

Patron Registration:

Applicants for a library card must provide identification according to library procedure and must agree to abide by all library rules and regulations and to give immediate notification of any change of address.

Applicants for full-service cards must sign an agreement to abide by all library rules and regulations. Serious abuse of library rules and regulations may result in the revocation of library card privileges.

Virtual, or E-cards are available without identification. Patrons may be issued e-cards that will allow access to digital materials and online resources by registering online or over the phone. E-cards are for online materials and databases only. To upgrade, a virtual card to a full service card, any patron can come into any BRL location or service point, provide aforementioned ID and sign a registration card to receive full-service library card privileges.

A parent or guardian must sign the registration form for persons under 18 years of age. In doing so, the parent accepts responsibility for the child's use of the library, and agrees to pay charges incurred for misuse of library materials. If a library patron under the age of 18 loses their borrowing privileges as a result of lost materials accumulated ~~charges~~ ~~in excess of the~~ fines charges in excess of the maximum amount allowed (See the General Library Fees chart available in the branch and on the website for a list of charges), the responsible party who signed the registration card on behalf of the minor will also be blocked from borrowing and computer privileges until all materials have been returned and the account balances have been paid in full.

Furthermore, when any juvenile (17 years old and under) turns 18 they are eligible to create a new card and be their own responsible party. Their card will be created without any charges incurred when they were considered a juvenile by Blackwater Regional Library. All charges incurred when the juvenile was under 18 will be transferred to the card of the responsible party.

Lost cards should be reported immediately. There is a charge for replacement cards. See the General Library Fees chart available in the branch and on the website for a list of charges.

Loan Periods, Renewals and Returns:

There is no restriction on the total number of items that an individual may borrow, although restrictions may be placed on materials in high demand.

Materials in the circulating collection generally may be checked out for two weeks and may be renewed three (3) times if there is no waiting list.

Charges:

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The library issues charges for lost and damaged materials, as well as fees for certain services with associated costs. See the General Library Fees chart available in the branch and on the website for list of charges.

Charges may be collected by personal check, cashier's check, money order, and/or cash. Credit/debit card payments can be made through a patron's online account only. When a personal check is returned by the bank for any reason to the library, there will be a returned check fee added to the patron's account.

Blackwater Regional Library will only allow two returned checks per patron. After two returned checks, the patron will no longer be eligible to write checks to pay account debt.

In an effort to bring overdue items back to the library in a timely manner, the library uses a collection agency that specializes in recovering long overdue library materials. Accounts with charges of \$30 or more will be given to this collection agency. In addition, a collection fee will be added to each account.

Bankruptcy Notices:

When a patron's account is included in a bankruptcy proceeding, and the library receives notice from a United States Bankruptcy Court of that proceeding, that patron's account is frozen (i.e., Restricted). No further collection attempts will be made by the library until the bankruptcy proceeding is completed, and if that patron's obligations to the library are discharged by Court Order, no collection efforts will be made. However, the patron must return any materials secured from the library. Those materials are property of the library, not the patron, and are therefore not subject to protection in Bankruptcy Court. Accordingly, the patron's account will remain in a "Restricted" status until the materials have been returned to the library. When the materials have been returned, and assuming the Bankruptcy Court enters an Order discharging the patron's obligations to the library, the charges to that patron will be removed from his/her account and the account will be restored to "Active standing" status.

Notifications:

The library notifies patrons about overdue items and charges on a regular basis. It is the responsibility of the patron to notify the library of any change of address or phone number on their account to ensure the proper delivery of overdue notices.

Damaged and Lost Materials:

Borrowers who have lost or damaged library materials belonging to Blackwater Regional Library, or who have items overdue for six weeks or more will be charged the current list price of each item plus a processing fee. The original cost to the library plus a processing fee will be charged for out-of-print materials. See the General Library Fees chart available in the branch and on the website for a list of charges. Replacement copies provided by the borrower will not be accepted in lieu of payment.

Interlibrary Loans (ILL):

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Items not available in our collection may be available through Interlibrary Loan from a library outside the Blackwater Regional Library system. Interlibrary borrowing and lending are made possible through cooperative agreements in which participating libraries permit the use of their collections as a library-to- library transaction. There is no cost for Interlibrary Loans, but patrons may be asked to pay institutional fees charged by the lending library.

Overdue ILL materials will be subject to existing Blackwater Regional Library policies on Damaged and Lost Materials will be charged for replacement at the cost dictated by the Lending Library which may exceed the current list price.