

Circulation Policy

Mission Statement: The Fontana Regional Library system (Library) provides the public of Jackson, Macon, and Swain Counties with excellent service and convenient access to resources for their educational, informational, and recreational needs.

Purpose Statement: The purpose of this policy is to facilitate access to the materials and information contained in Fontana Regional Library's collections, and shared resources available through the Library's membership in North Carolina library consortia.

General Information: Fontana Regional Library does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, sexual orientation, gender identity or gender expression, age, disability, or genetic information, in the provision or administration of library services. The Library upholds the right of all individuals to access information. The Library is a member of the NC Cardinal Consortium which provides access to the collections of member libraries across North Carolina. The Library is also a member of the e-iNC Consortium which provides access to shared digital content through Overdrive.

Children's Internet Protection Act (CIPA): Fontana Regional Library complies with the Federal CIPA requirements. Library Internet computers have Technology Protection Measures (filtering). For further information please refer to Fontana Regional Library's *Computer Usage Policy*.

LIBRARY CARDS

While any person is welcome to visit the Library to read, enjoy programs, use our wi-fi network, or use our meeting and study rooms, only library card holders may borrow materials or use the Library's computers.

There are four types of library cards: full-service, juvenile limited, StudentAccess, and guest. A user who has a full-service card, juvenile limited, and/or StudentAccess may not also have a guest card. By accepting a library card, the user agrees to return library materials on-time and in the same condition as received. The user agrees to pay any fines and fees associated with the use of library materials. The user agrees to abide by the Library's Computer Usage Policy when using library computer resources.

Full-service library card: A Fontana Regional Library full-service library card allows a library user to checkout or place holds on circulating materials from any NC Cardinal Library, request interlibrary loans from libraries not in NC Cardinal, use library computers, and check out e-books.

A full-service resident card is free to people who satisfy one of the following requirements:

- resident of North Carolina;
- non-resident who owns property or business in Jackson, Macon, or Swain County;
- non-resident student in Jackson, Macon, or Swain County; or
- non-resident who is employed in Jackson, Macon or Swain County.

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People who do not meet one of these requirements may pay \$15.00 for a temporary full-service card. Resident cards expire after three years. Temporary cards expire after six months.

All applications for full-service cards require valid identification verifying age and identity, proof of current address and residency status. Non-resident applications require an additional contact address. See Appendix A for examples of acceptable ID and proof of status. Please refer to specific requirements for minors (under 16 years of age) below.

A library user who has a guest card may apply for a full-service card, but the guest card will be cancelled when the full-service card is issued.

Juvenile Limited: Parents and guardians have the option of a juvenile limited card for their children aged 15 and under. The juvenile limited card limits checkouts to items from the children's section of the library only. Juvenile audiobooks may be checked out on a juvenile limited card but not DVDs or BluRays. A parent or guardian may request that a juvenile limited card be updated to a full-service card at any time.

StudentAccess: StudentAccess is an initiative between NC-Cardinal Consortium libraries and their local school systems that allows students and teachers to access print materials, audiobooks, and digital resources, using their school ID numbers. A limit of ten print items may be checked out at a time, with unlimited access to digital resources. StudentAccess does not permit access to DVDs or streaming video. There are no overdue fines and the accounts will not be turned over to a collection agency; however, parents or adult users are responsible for replacement costs of lost or damaged materials. Sign-up is automatic through the schools, unless parents opt-out by signing a form provided by the school.

Guest cards: Guest cards are available at no cost to library users who only wish to use library computers. Valid identification verifying age and identity must be provided at the time of application and guests are required to sign a *FRL Acceptable Use Agreement* before a card can be issued. Please refer to specific requirements for minors (under 16 years of age) below. A guest card has no check out privileges for any materials. A guest card expires after one year. A library user with a full-service library card may not apply for a guest card.

Minors: Applications for full-service cards or guest cards for minors, defined as people under 16 years of age, must be signed by a parent or legal guardian. The parent or guardian may choose a regular card or a juvenile limited card. Patrons with the juvenile limited card permission group are restricted to borrowing materials from the children's collection only. These patrons are also restricted to computer access on the children's computer only and may not check out DVDs or BluRays. The parent or guardian is responsible for the reading, listening, and viewing of library materials by their minor children. The parent or guardian is responsible for all materials and financial obligations on the minor's card, and grants the minor access to the Internet. As the responsible party, the parent or guardian must furnish appropriate proofs of age, identity, and residency, depending on the type of application (see above). If a parent or guardian specifies that

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a minor with a full-access card may not have access to the Internet, a library card will be issued that restricts Internet access.

Full-service institution cards: Daycare centers, childcare providers, and other institutions that serve the public in Jackson, Macon, or Swain Counties may receive an institution card. To qualify, the institution's director must apply for the card and the application must be approved by the Branch, County, or Outreach Services Librarian. All library materials checked out on an institution card have a four week loan period and all overdue fines are waived. The institution is responsible for lost and damaged materials, which are billed at the current replacement price.

Replacement of lost library or guest cards: Lost cards should be reported to the library immediately; library users are responsible for all materials checked out on their cards up to the time that they report the cards as lost. Library users must verify their identity to receive a replacement library or guest card. Replacement library or guest cards will be issued for a fee of \$1.00.

Renewal of cards: To renew a library card the account must be in good standing, i.e. all outstanding fines and fees must be paid in full on or before the date of renewal. Library users will need to verify that all contact information, including names, addresses, phone numbers, and email addresses, is current. If the card is a temporary card, the \$15.00 fee will need to be paid at the time of renewal.

NC Cardinal library cards: Library users with cards at other libraries in the NC Cardinal system do not need to apply for another card. NC Cardinal member library cards are good at all libraries in the Consortium. The user's library account at their home library must be in good standing to check out Library resources. If an NC Cardinal user wishes to obtain a Fontana Regional Library card, they must clear any outstanding bills or overdue items on their existing NC Cardinal account and fill out a *FRL Application for Library Card* and provide the required identifications.

BORROWING PRIVILEGES

Within Fontana Regional Library there are four levels of borrowing privileges. Full-service card holders in good standing may check out available library items, place holds, and have full use of library resources. Juvenile limited cards in good standing may check out available library items, place holds on juvenile collection materials, and have use of all materials except DVDs and BluRays in the children's section. StudentAccess users may check out up to ten print items and/or audiobooks, or unlimited digital resources, except streaming video. Guest card holders may not check out materials but may use library computers and all other resources.

NC Cardinal: NC Cardinal is a consortium of libraries across North Carolina. Library users who have a library card in good standing at any member library of the NC Cardinal Consortium have borrowing privileges at all NC Cardinal libraries. Library users may place holds on items from

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any library within the consortium and have it delivered to their local library. StudentAccess users may place holds on items from their local library system, only.

e-iNC: Several libraries across North Carolina have pooled their resources to provide digital resources, including e-books and e-audiobooks, to their users through membership in the e-iNC consortium. Library users who have a library card in good standing or StudentAccess at any e-iNC member library may place holds on and download these resources to their personal devices.

Users' responsibilities:

- Library users are responsible for the timely return, in good condition, of all materials checked out on their cards. Fines or fees will be charged for lost, damaged, or late items.
- Library users are financially responsible for any fines and fees on their record.
- Library materials may be returned at any NC Cardinal library.
- If library users allow others to check out materials on their cards, those materials are the responsibility of the card owner.
- Library users must notify the Library if their cards are lost or stolen. Library users are responsible for all materials checked out on their cards up to the time that they report the cards as lost.
- Library users must update their addresses or other contact information including email addresses if there are changes.

Parents' and legal guardians' responsibilities:

- Parents/guardians are responsible for timely return, in good condition, of all materials charged to their minor children's cards. Fines or fees will be charged for lost, damaged, or late items.
- Parents/guardians are financially responsible for any fines and fees on their minor children's records.
- Parents/guardians are responsible for the reading, listening, and viewing of library materials by their minor children.
- Parents/guardians must notify the Library if their minor children's cards are lost or stolen. Parents/guardians are responsible for all materials checked out on the cards up to the time that they report the cards as lost.
- Parents/guardians must update their minor children's addresses or other contact information if there are changes.
- Parents/guardians may not use their children's juvenile limited card or StudentAccess number to checkout materials or digital resources.

Temporary loss of borrowing privileges:

Books and other library resources may not be checked out to a library user in any of the following circumstances:

- Library card has expired. Cards may only be renewed if all fines or fees are paid in full and address is verified.
- Returned mail. Privilege is reinstated only upon proof of current mailing address.

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- Bills or overdue fines are \$25.00 or over.
- Violation of Library Policy which results in a user being banned from the Library for a specified time period.

Library cards will expire after three years (six months for a Temporary card) and may be renewed as long as all outstanding fines and fees are paid in full.

StudentAccess will expire at the beginning of the following school year and can only be renewed by the school.

Permanent loss of borrowing privileges:

The Library reserves the right to permanently revoke a user's library privileges for excessive unpaid bills, severe or repeated misconduct under Library Policy, or illegal activity in the Library or involving library resources.

MATERIALS AND SERVICES

The Library offers a variety of materials and services to the public. In addition to books, the Library offers audiobooks and music on CDs, and "Playaways"; DVDs, Blu-rays; newspapers and magazines; games, puzzles, and toys; educational resource kits and materials; and our "library of things" including audiovisual equipment, telescopes, backpacks, maker tools, and other items. The Library provides access to computers, wireless Internet access, and digital resources. Not all member libraries loan all types of items. Current issues of print magazines or newspapers may not be checked out. Please see *Appendix B, Circulation Schedule*, for loan periods, overdue fines, and check-out fees for specific items.

Computers: The Library's public computers are available to library users for one hour periods, which can be extended if there is no one waiting. Use of library computers is governed by the *FRL Computer Usage Policy*. The computers can be reserved using the self-service reservation kiosks available in the libraries or by logging directly onto the computer. In-house usage of library computers requires a non-expired guest card, StudentAccess, or full-service library card. The Library also has wireless laptops which can be checked out at the service desk. A valid driver's license or other proof of ID is required for this service.

Wireless Internet access: The Library provides free wireless Internet access for library users with their own devices.

Digital resources: The Library provides access to digital resources such as e-magazines, e-books, e-audiobooks, and streaming video. Access to these resources requires a full-service library card in good standing or StudentAccess. These resources are subject to change and are available through the library website.

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NC LIVE: Library users at home and in the library have access to a variety of online databases and services including e-books, e-audiobooks, journals, history, genealogy, art, homework help, and more through NC LIVE, available on the library website.

Renewal of materials: Most books, books on CD, music CDs, magazines, and other items may be renewed for two additional three-week periods if no holds have been placed on them.

New books may be renewed for one additional two-week period if no holds have been placed on them.

Videos in all formats may be renewed for one additional one-week period if no holds have been placed on them.

Friends Rental Books and seasonal books may not be renewed.

Materials that can be renewed will be automatically renewed on the due date. Eligible items may also be renewed in person, over the telephone, or online through the library catalog. An item will not automatically renew if one of the following is true:

- the item is required for a hold for another patron.
- a library account has expired.
- fines have reached the maximum allowed.
- the maximum renewals for an item have been reached.

When renewing an item in person, patrons should have their library card on hand.

Hold requests: Library users may place a hold on a specific item that is currently checked out or owned by another NC Cardinal library. StudentAccess users may place holds on items from their local library system, only. Users will be notified by email, or phone, when the item arrives at the requesting library. Items must be picked up within seven days from the date of notification or they will be released to the next person on the waiting list, sent back to the owning library, or re-shelved.

Interlibrary loans (ILL): Library users may request that the Library attempt to locate and borrow a specific item that is not available in any NC Cardinal library's collection. Library users borrowing interlibrary loan materials are responsible for paying postage to return the item to the owning library, and any fees charged by the owning library. Loan periods are set by the owning library.

Return of materials: All borrowed items may be returned either to the indoor or outside book drop or circulation desk at any NC Cardinal library. Items that will not fit in the book drops must be taken inside to the desk.

Overdue materials: Materials are expected to be returned or renewed (if eligible) by the due date. Overdue fees will be assessed based on the chart in Appendix B. A notification of overdue

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materials is made after materials are 14 days past the due date. If the items are not returned, a second notification is made when materials are 28 days past the due date. If an item is overdue more than six weeks the item will be assumed lost and the borrower will be charged the appropriate replacement fee. If the item is returned to the library in good condition after the borrower has been billed, the bill for the lost item will be cancelled and the borrower will be responsible for the overdue fines accrued up to the date of return, or the maximum fine. If the lost item is returned to the library in good condition after one year, the borrower will be charged the appropriate replacement fee. When the borrower pays for the appropriate replacement fee after the item has been lost for one year, the borrower may keep the item after it has been appropriately withdrawn from the library.

Lost/Damaged materials: If items are not returned to the Library or are returned in an irreparably damaged condition, the user will be billed for the replacement cost of the item, which includes processing costs. Users are expected to pay this bill within two weeks. The Library is the sole arbiter of the condition of a damaged item. Replacement items will not be accepted as payment for lost or damaged items. This rule may only be waived by prior approval from the Branch or County Librarian. A \$5.00 per item processing fee will be charged if replacement items are accepted. The replacement item must be an exact match for the item being replaced.

Claimed Returned or Claimed Never Had materials: When a user claims that an item still checked out to them has been returned, or was never borrowed by them, the item may be marked as “claimed returned” and all fines will stop accruing for that item. The user is encouraged to continue searching at home for the item. If the item is found and returned by the user, it will be treated as a normal overdue item and all fines will be reinstated. Staff will search the library system for the item for six weeks. If it is found at the library, the item will be discharged from the user’s record and overdue fines will be waived. If the item is not found after staff have completed their search procedures, the item will be marked as lost and the replacement fee and overdue fines will be waived.

The count of “claimed returned” items never resets. A user may have a maximum of three “claimed returned” items over the lifetime of their record. Additional items will be treated as lost and the user will be charged for replacement.

Unpaid bills: Unpaid bills for lost or damaged materials or excessive overdue fines of \$25 or over will result in the temporary loss of borrowing privileges. Books and other library resources may not be checked out to a library user until the outstanding bills are paid. The Library reserves the right to engage in debt collection services to recover outstanding bills.

Auxiliary services: The following auxiliary services are offered, for a fee, as a convenience to library users. The fees for these services are used to cover the costs to the Library of providing the service.

- Copiers – The libraries has copiers available to the public.
- Printers – The Library computers are connected to a networked printer for library users.

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- FAX – The Library offers limited fax services for library users.

FINES AND FEES

The Library assesses fines for materials not returned on time. The Library assesses fees for the replacement of materials that are lost or damaged or to offset the cost of specific services.

Checkout Fees: Audiovisual equipment, Friends Rental Books, and some items from our Library of Things have checkout fees. The fees allow the Library to continue offering these items as a convenience to users. Please see *Appendix B, Circulation Schedule*, for check-out fees for specific items. A new fee will be charged for each check out or renewal. Fees will not be refunded.

Overdue fines: Overdue fines are assessed for items returned or renewed past their due date to encourage library users to return their materials by the designated return date so that they are available for other users. Overdue fines accrue for all days the check-out library is scheduled to be open. For StudentAccess users there are no overdue fines; however, parents or adult users are responsible for replacement costs of lost or damaged materials. Please see *Appendix B, Circulation Schedule*, for overdue fines for specific items.

Lost/Damaged Materials fees: Fees for lost or damaged items are assessed at the current replacement price of the item (or a similar item if the actual lost/damaged item is unavailable), which includes processing costs. If pieces or parts of items are lost or damaged and can be replaced individually without having to replace the entire item, the library user will be charged according to the FRL *Pieces and Parts Replacement List*. If a lost/damaged fee is paid and the item is later found by the library user the Library will not issue a refund. Replacement items will not be accepted as payment for lost or damaged items. This rule may only be waived by prior approval from the Branch or County Librarian. The replacement must be an exact match for the original item and a **processing fee** will be charged for each replacement item. Please see *Appendix C, Miscellaneous Fees Schedule*.

ILL fee: Interlibrary loans from libraries outside NC Cardinal and Fontana Regional Library will be charged for return postage and any fees assessed by the owning library. Please see *Appendix C, Miscellaneous Fees Schedule*.

Copies and computer printouts: letter, legal or 11"x17"pages printed on library copiers or printers will be charged the same for black-and-white or color. Please see *Appendix C, Miscellaneous Fees Schedule*.

Fax fee: The Library will send or receive domestic faxes (no international calls) for library users. The per page fee is the same to send or to receive faxes. Library users that have faxes sent to the Library should call to alert staff, and arrange to pick up the fax at the circulation desk within 3 business days. Please see *Appendix C, Miscellaneous Fees Schedule*.

Returned check fee: There will be a fee for each returned check, payable in cash. Please see *Appendix C, Miscellaneous Fees Schedule*.

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Lost library card fee: A lost library card will be replaced for a fee. Library users must verify their identity to receive a replacement full-service or guest library card. Please see *Appendix C, Miscellaneous Fees Schedule*.

Temporary full-service library card fee: Library cards are free to residents. Non-residents may apply for or renew a 6-month temporary library card for a nominal fee. Please see *Appendix C, Miscellaneous Fees Schedule*.

Payment of Fines & Fees: The Library will accept cash, personal checks, money orders, or cashier's cheques for payment. The Library does not accept credit or debit cards.

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APPENDIX A – Acceptable ID

All Applicants (full-service, juvenile limited, or guest cards):

Applicant must provide proof of age and proof of identity in the form of one or more valid ID, such as:

- Valid Driver's license or State issued identification card (from any state)
- Current passport
- Military ID, DD-214, DD-2, military dependent's card, or U.S. veteran's card
- Other government issued ID, including Permanent Resident Card.
- Tax form that reflect full name such as W-2, 1099
- Certified birth certificate
- Certified marriage certificate, divorce decree, emancipation decree, or name change decree
- Medicare or Medicaid card
- Official school transcript
- For minor children, parental verification if parent has acceptable identification

Additional verification for all full-service cards (resident or temporary):

Applicants must show identification with a current mailing address, such as:

- Valid Driver's license or State issued identification card (from any state)
- Recently (30 days) postmarked mail with street address
- Dwelling lease less than one year old
- Current automobile registration
- Current passport

Residents of North Carolina:

Applicants must show identification with a current residential address, such as:

- Valid NC Driver's license or NC identification card
- Dwelling lease less than one year old
- Current automobile registration
- Recently (30 days) postmarked mail with street address

Non-resident property owners/business owners in Swain, Macon, or Jackson Counties:

Applicants must provide proof of ownership, such as:

- Deed with property location and applicant's name
- Tax bill showing property location and applicant's name
- Business license showing business location and applicant's name
- Listed in online property tax database

Non-resident employees in Swain, Macon, or Jackson Counties:

Applicants must provide proof of employment, such as:

- Letter from employer
- Check stub or direct deposit voucher dated within last month

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Non-resident students in Swain, Macon, or Jackson Counties:

Applicants must provide proof of attendance, such as:

- Current Student ID
- Current class schedule
- Letter from the bursar's office
- Letter from school office
- Report card

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APPENDIX B - Circulation Schedule

Print and A/V	May renew?	Loan period	Check-out fee	Overdue fine per day	Maximum overdue fines
Most Books (adult & juvenile)	2	3 weeks	none	25¢	\$10.00
New Books, Seasonal Books	1	2 weeks	none	25¢	\$10.00
Friends Rental Books*	No	2 weeks	\$2.00	25¢	\$10.00
Audiobooks	2	3 weeks	none	25¢	\$10.00
Magazines, Newspapers, etc.	2	3 weeks	none	25¢	\$10.00
Music on CD	2	3 weeks	none	25¢	\$10.00
Video – DVD, Blu-Ray, (limit 5 total per card)	1	1 week	none	\$1.00	\$10.00
Microforms**	No	1 day	none	\$2.00	\$50.00
Reference Books**	No	1 day	none	\$2.00	\$50.00

*Friends Rental Books are additional copies of bestsellers made available through the Friends of the Library organizations. They are not available for holds and may be checked out on a first-come first-served basis.

**Reference materials and microforms are only loaned by special permission of the Branch or County Librarian for one day.

Library of Things	May renew?	Loan period	Check-out fee	Overdue Fine per day	Maximum overdue fines
Audiovisual Equipment	No	1 day	\$5.00	\$2.00	\$50.00
Backpacks	No	1 week	none	\$2.00	\$50.00
Games	2	3 weeks	none	25¢	\$10.00
Puzzles	2	3 weeks	none	25¢	\$10.00
Telescopes	No	1 week	none	\$2.00	\$50.00
Toys	2	3 weeks	none	25¢	\$10.00
MakerTool Items	No	2 weeks	none	25¢	\$10.00

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APPENDIX C – Miscellaneous Fees Schedule

Fee description	Fee amount
Lost or Damaged materials	Replacement cost
Processing replacement items	\$5.00
Inter-Library Loan: Postage + owning library fees	variable
Copying and printing	25¢ per side
Faxes (send or receive)	\$1.00 per page
Returned check	\$10.00
Lost library card replacement	\$1.00
Temporary library card – new or renewal	\$15.00