

## Lending Policy

This policy aims to establish the key principles for lending library materials to patrons and to define the roles and responsibilities associated with creating and implementing lending rules.

### Who May Use the Library?

All residents and non-residents alike, of the Grand Bahama community and the Bahamas at large, will have access to the services offered by the Sir Charles Hayward Public Library regardless of race, religion, physical condition, political or economic status, age, or sexual orientation.

However, upon the discretion of the library, persons may be denied access to all or selected services for the following reasons; destruction of library property; disruptive behavior; failure to return library materials; non-payment of fines; disturbance of other patrons, or any other unlawful or objectionable acts on the library premises.

### I. Obtaining New Membership

a) All persons wishing to borrow items from the library **MUST** be registered and **MUST** have a library card to borrow library materials.

b) Upon completion of membership registration, patrons will be given the following agreement to read and sign:

I, \_\_\_\_\_, agree to accept full responsibility for all items borrowed with the library card issued in my name. This includes items borrowed by others with or without my permission unless I have previously reported the loss of my card. I promise to obey all library rules and policies both present and future. I promise to promptly notify the library of any changes in my account information and/or loss of my library card.

Signature \_\_\_\_\_

c) Identification is required. A driver's license or student ID is preferred, however, any other official ID or recent non-personal piece of mail may be acceptable. Applicants must provide a valid email address and phone contact d) Applicants

under 13 years of age must have a parent or guardian provide consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards.

e) Adult Library new members are allowed to check out two (2) books, while the Children's Library new members are allowed to check out one (1) new book until a library card is issued.

f) All library cards expire after one (1) year. In order to renew a library card, patrons must produce identification and must clear all outstanding fines and bills.

## **II. Membership Fees**

- Adult New Membership - \$30.00    Renewal - \$25.00
- Seniors - \$20.00            Renewal - \$15.00
- Teachers - \$20.00        Renewal - \$15.00
- College Students - \$20.00    Renewal - \$15.00

### **Children's Membership & Renewal:**

- Pre-School & Under -\$10.00            Renewal - \$5.00
- Primary School - \$15.00            Renewal - \$10.00
- High School - \$20.00            Renewal - \$15.00
- Replacement Library Cards - \$5.00

## **III. Lost or Forgotten cards**

a) If a patron loses his/her library card, he/she should notify the library as soon as possible and request a replacement card at an additional cost of \$5.00.

b) All patrons, adults and children, must present their library cards to check out items. Any library member who consistently overlooks this expectation may be denied the privilege of checking out materials until they present their card at the library.

## **IV. Loan Periods**

- Adults – Two (2) weeks
- Children – One (1) week
- Reference books and Special Collections items are for library use only.
- Audiobooks, and compact discs (CDs)–one (1) week

- DVDs – one (1) week (Additional Cost of \$2.00 per DVD)

\*Two (2) items on a subject matter is the check-out limit for a known school or personal assignment.

## **V. Loan Renewals**

a) Library members are allowed one (1) renewal per item. Renewals may be made in person, via telephone, e-mail, or on our website using the Online Public Access Catalog (OPAC).

Please Note: If a patron requests an additional extension after the final renewal, he/she has a waiting period of three (3) library days before being permitted to check out the item(s) again. The item(s) is returned to circulation and made available for other borrowers. After said waiting period if the item(s) is still available the patron may again check out the item(s).

b) Upon the discretion of the librarian or library clerk, extensions of overdue materials may be granted if there is not a waiting list for the item(s). Additionally, the library member is responsible for ALL overdue fees.

## **VI. Reserves**

a) Patrons requesting an item from the library's collection, which is currently checked out may request a "reserve" for that item. Once the item is returned, the patron will be notified. While on "reserve", the member currently holding the item will not be permitted a renewal.

b) Once notified, the item(s) will be held for the library member for no longer than three (3) days unless other arrangements have been made. Material(s) not collected in the stated time will either be made available to the next borrower, if there is a waiting list or returned to circulation.

## **VII. Fines and Charges**

a) Library members are responsible for all materials borrowed on their cards! If the material is not returned within a designated period, fines are as follows:

b) Adult Late Fees - \$.50 per book, per day; DVDs - \$.50 per DVD, per day

c) Children's Late Fee - \$.25 per book, per day; DVDs - \$.50 per DVD, per day.  
VOX & IR Books - \$1.00 per book, per day

The above fines accumulate starting one (1) day after the item is due, and continue up to the replacement cost of the item. A "day" constitutes a working day when the library is open.

## **VIII. Overdue Notices**

- a) Patrons will receive a late notice once the item(s) are overdue for one (1) week. Patrons who have been sent an overdue notice will be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged

## **IX. Damaged Materials**

a) Library members are responsible for all materials borrowed on their cards! Library cardholders will be responsible for the replacement cost of damages to library materials beyond normal wear, including writing in and defacing materials. Once payment has been received, the damaged item then becomes the property of the library cardholder. A notice of these charges will be sent to the borrower; a sample of the notice follows:

Dear \_\_\_\_\_,

Whenever a library member borrows materials from the Sir Charles Hayward Public Library's collection, responsibility for the care and timely return of the materials rests solely upon him/her.

If materials checked out on your library card were returned to the library damaged or defaced and no longer suitable for the Library's collection, you are responsible for the replacement cost of the material. Please see below the title(s) and cost(s) of these materials.

Title: \_\_\_\_\_ \$ \_\_\_\_\_

We appreciate your assistance in resolving this matter, as this is necessary for you to remain in good standing and not have your borrowing privileges suspended or revoked.

Your attention to this matter is greatly appreciated.

Sincerely,

## **X. Computer Use & Internet Access**

The library charges a fee for the use of the computers and also internet access

- Computer Use with internet access - \$3.00 hourly (non-members); \$2.00 hourly (members)
- Computer Use internet access & Microsoft Office - \$4.00 hourly (non-members); \$3.00 hourly (members)
- Computer Use Microsoft Office ONLY (word, publisher, excel, PowerPoint) - \$2.00 hourly (includes black & white print ONLY)

**Disclaimer:** The Internet is a global network and therefore the Sir Charles Hayward Public Library is not responsible or does not possess the ability to govern the information found there, nor the manpower to properly monitor and protect users from accessing inappropriate information. Therefore, use of this network is entirely at your own risk. Furthermore, users are prohibited from downloading files or data on library computers as we cannot guarantee that they are without viruses. Additionally, the library **IS NOT** responsible for any viruses contracted on a user's personal computer or device, as a result of data downloaded or visiting certain online websites, from the library's Internet service through WIFI connection.

### **XI. Computer Prints & Photocopies**

The library charges a fee for photocopies and computer prints. Fees are as follows:

#### **▪ Photocopies:**

- o Color - \$1.00 per copy
- o Black & White - \$.25 per copy

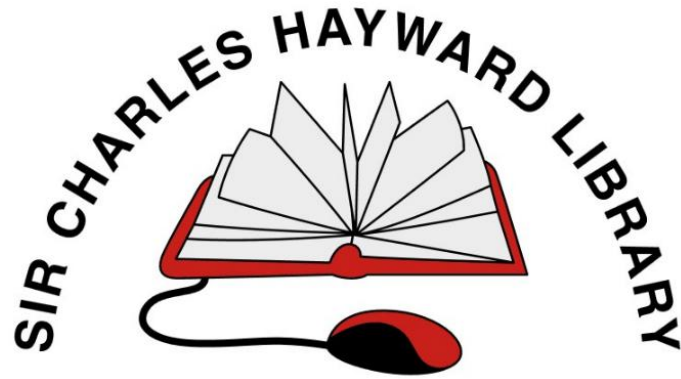
#### **▪ Computer Prints**

#### **o Adults:**

- Color - \$1.00 (non-members) per copy; \$.50 (members) per copy
- Black & White - \$.50 (non-members) per copy; \$.25 (members) per copy

#### **o Children:**

- Color - \$.50 per copy
- Black & White - \$.25 per copy



The preceding statements of the Sir Charles Hayward Public Library's policies shall be subject to review and require revision at least every five years by the Librarian Administrator. Individual policies will be reviewed or added as required. Adopted: \_\_\_\_\_