

## **WELCOME TO THE BASTROP PUBLIC LIBRARY**

### **BASTROP PUBLIC LIBRARY CIRCULATION POLICY**

#### **I. CARD ELIGIBILITY**

1. Library cards are free to all patrons. Patrons must show a current/valid picture ID to receive a library card.
2. Parents may obtain a card for their children under the age of 18. A parent or guardian must sign their child's registration card and must present the signed card in person to a staff member at the Check-Out desk. Parents must show a current/valid picture ID. Parents or guardians are responsible for all materials checked out by their children.
3. If address on ID is incorrect patron is required to show some form of official proof of residency that includes both their name and address. For example, auto insurance card, bank statement, utility bill, lease agreement, passport and etc.
4. Patrons may have a delay up to 48 hours to receive their new library card.

#### **II. CHECK-OUT MATERIALS**

1. All patrons must present a library card or picture ID to check-out materials.

#### **III. CHECK-OUT LIMITS**

1. New patrons may not have more than five items checked out during the two-week probationary period.
2. After the two-week probationary period, a maximum of 15 items may be checked out on one library account.
3. After the two-week probationary period, a maximum of 10 items may be checked out for patrons who reside outside Bastrop County.

#### **IV. LOAN PERIODS**

1. The loan period for all library material (books, audio-books, DVDs, etc.) is two weeks.
2. Items may be renewed twice if no reserves have been placed on the material.
3. Patrons can renew items in person, over the telephone or online at [www.bastroplibrary.org](http://www.bastroplibrary.org).
4. Patrons are unable to renew items online if they have any overdue items or their library card has expired.

#### **V. RESERVES**

1. Individuals may reserve materials from the circulating collection in person, by telephone or online at [www.bastroplibrary.org](http://www.bastroplibrary.org).
2. Materials that have been put on reserve for one patron cannot be renewed by another patron.
3. Patrons are restricted from placing items on reserve if their library card has expired.
4. All patrons are notified when a reserved title becomes available. After notifications, a patron has three days to pick up the items. If not picked up by the fourth day, the item is returned to the collection.
5. There is no limit on how many reserves can be placed by a patron.

**VI. RETURNING MATERIALS**

1. During normal business hours, items may be returned inside the library and/or outside the library using the drive-through drop.
2. After normal business hours, please drop materials into our drive-through book drop.
3. Materials may be mailed to the Bastrop Public Library at P.O. Box 670, Bastrop, Texas, 78602.

**VII. FINES AND FEES**

1. Fines for all materials are \$.10 per day per item. There is a \$5.00 fine limit per item.
2. Replacement library cards are \$1.00.
3. Parents are responsible for all fines and replacement costs for lost or damaged materials checked out by their children.
4. Patrons who have fines will lose their borrowing privileges until their total fine balance is paid.

**VIII. LOST OR DAMAGED ITEMS**

1. Patrons must pay replacement cost plus a \$5.00 processing fee for each lost or damaged item.
2. Patrons will lose borrowing privileges until lost items are found and returned or paid for.
3. Patrons will lose their borrowing privileges until damaged items are paid for.
4. Fees paid for lost or damaged items are nonrefundable.
5. Library does not accept replacement copies of lost or damaged items.
6. Per City of Bastrop Ordinance No. 2011-5, a patron who has unreturned items valuing \$100 or more may be charged with a Class C Misdemeanor. This individual may be charged a fine up to or equaling \$500.
7. When missing items are returned to the library, fines for these items are due and forgiven.

**IX. UNITED STATES MILITARY PERSONNEL**

1. Military personnel are eligible to apply for a library card.
2. Individuals must present a picture ID, current orders, an address and telephone number.

Rev. 11/15/16 MD

Library Board Approval: 12/05/16

Bastrop City Council approval: