

Circulation Policy

(Est. 10/21/2009; Revised 8/20/2014, 4/15/2015, 7/22/2020, 4/19/2023, 6/26/2024, 8/28/2024)

A. Purpose

The Circulation Policy of the Madison Library District exists to facilitate use of materials in the Library collection for as many people as possible.

B. Browsing Policy

The Library's collection will be organized and made available to the greatest number of patrons, within limitations of budget, reason, and space. In-library use is welcomed without cost except for damage to materials beyond reasonable wear and tear. "For Library Use Only" materials are for browsing only and may not be checked out or removed from the Library.

C. Library Usage

Borrowing privileges are controlled through library cards issued in person at the Library to the following:

1. In-District Permanent Residents: Those who pay property taxes to the Library District by living, renting, or owning property in the Library District boundaries.
2. In-District Temporary Resident: Those who reside short term, with no permanent address in the Library District boundaries.
3. Library Consortium of Eastern Idaho (LCEI) Residents: Those patrons in good standing who live outside of the Library District boundaries but pay a library property tax to a library that is a participating member of LCEI.
4. Non-Resident: Those who live in Idaho but outside of the Library District boundaries and pay a fee (see [Fine and Fee schedule](#)) comparable to the average annual tax assessment of a Library District resident.

D. Tiered Cards

In response to [Idaho Code 18-1514](#), parents are afforded options when authorizing library card access for their minor child.

1. Juvenile card access levels are divided into four tiered levels:
 - a. Restricted Junior.
 - b. Restricted Tween/Middle Grade.
 - c. Restricted Teen/YA.
 - d. Unrestricted Juvenile.
2. Unrestricted Juvenile cards allow a minor child to check out materials from all reading levels and follow current circulation rules.
3. Restricted Juvenile cards allow a minor child to check out materials from the specific level and lower as chosen by the parent.
4. Parent/legal guardian must sign and complete the Tiered Card Form for the minor's card to be valid.

E. Card Holder Responsibilities

1. The applicant or parent/legal guardian of an applicant who is 17 years of age or under must be present to apply for and be issued a new library card.
2. Cards are issued on an individual basis.

3. Card holders commit to meet reasonable requirements through the library card application form. By clicking the “I accept” button or by signing the paper application, the applicant or parent/guardian of a juvenile applicant, agrees to the following:
 - a. To provide:
 - i. Photo identification;
 - ii. Current primary address and phone number;
 - iii. Current email address that is not affiliated with a business or school;
 - iv. Secondary address and phone number (friend or relative not living with the applicant) to be used to contact the patron if the primary contact information becomes invalid;
 - v. Timely notification to the Library of any change to the primary contact information.
 - b. To be responsible for all use made of the library card.
 - c. To obey the rules and regulations of the Library.
 - d. To promptly return all materials borrowed from the Library in complete and undamaged condition.
 - e. To promptly pay all incurred fines and other charges, including lost or damaged items.
 - f. To report a lost library card in a timely manner. A lost card may be replaced for a fee. ([See Fine and Fee schedule.](#))
 - g. To present a current library card (or photo identification in lieu of the library card) when checking out materials.
 - h. Exceptions may be made at the discretion of the Director.
4. Cards expire annually or biannually depending on card distinction type. Cards may be renewed in person or over the phone, except for juvenile cards as stated above.

F. Library Staff Responsibilities

The Library Director and Staff will follow established procedures contained in the Library Procedures Manual to:

1. Organize materials to give patrons easy access to the collections of the Library, including re-shelving returned and browsed materials to their assigned places in a timely manner.
2. Give notification of the due date for materials at time of checkout.
3. Seek reimbursement or collect fines for overdue, lost, or damaged (unusable) materials. (Fines and fees provide incentives for patrons to return materials and are used to replace lost or damaged items so that they are again available to all patrons.)
4. Make the [Fine and Fee schedule](#) available at the Library and online.

G. Library Staff and Board Privileges

Employees of the Library and members of the Board of Trustees shall:

1. Not accrue nor be required to pay overdue fines on library materials.

2. Be responsible for the cost of lost or damaged materials checked out on their library cards.
3. Be subject to the same terms as patrons for overdue fines and damages to *interlibrary loan* materials.

H. Interlibrary Loan Policy

1. Incoming ILL Materials

- a. A patron with an adult resident card or current non-resident card may request material through interlibrary loan (ILL) when the material is not owned by the Library. The patron will be responsible for any charges made by the lending library, including postage and any charges for rush orders. If a patron loses an ILL item, the price charged our patron is the charge set by the lending library. There are no refunds if a lost ILL item is subsequently found by the patron.
- b. After a request has been sent to a lending institution, the patron is responsible for all loan charges and postage (if any), even if the patron cancels the request or does not pick it up after notification.
- c. LCEI borrowers are not eligible for ILL privileges and must use their home library for this service.

2. Outgoing ILL Materials

- a. Most materials are available for ILL to other libraries except Kits and all "For Library Use Only" materials.
- b. ILL materials will be checked out to other libraries for a four-week period, with one four-week renewal allowed provided the item has not been requested by a Library patron.
- c. There are no service charges to other libraries for ILLs.
- d. Borrowing library will be responsible to pay fees for lost or damaged materials.
- e. Requests for photocopies are charged the regular photocopy charge ([see Fine and Fee Schedule](#)).
- f. Exceptions shall be left to the Director's discretion.

I. Claim Returned and Lost Items

1. When a patron claims to have returned an item that is still showing as checked out on the patron's card, the Staff will change the status of the material to "Claim Returned." The patron is asked to continue to search for the material. The Library will continue to monitor the claim for six weeks. After six weeks, if the item has not been found, the status changes to "Lost." "Lost" material that is later found is handled as follows:

	Claim Returned - Not paid	Lost - Paid
Library finds	No charge	Credit or refund
Patron finds	No charge if returned	No credit or refund

2. The price to be paid is listed in the item record.
3. Patron-purchased replacements or substitutes may be accepted at the direction and discretion of the Library staff.

J. Fines and Fees Recovery Policy

1. When Library materials are deemed lost, incomplete, or returned damaged (does not include normal wear) patrons will be notified following procedures established by the Library staff in a timely manner.
2. Check-out privileges are suspended when a patron has fines or fees exceeding \$5.00 and resumed when the total is less than \$5.00.
3. If fines or fees exceed \$10.00 per household, the Library reserves the right to suspend check-out privileges for the household until all overdue material is returned and/or any fines and fees are paid.
4. Library material held by a cardholder upon declaration of bankruptcy:
 1. The Library will make every effort to recover such material. If material is not returned in accordance with Library policy, cardholders may be denied Library service in accordance with other established policy until such time as the material is returned or paid for.
 2. A new card will not be issued until such material is recovered or the Library is reimbursed.
 3. Materials on loan to a cardholder are generally not subject to discharge by bankruptcy. [Idaho Code title 33-2620](#) states: *FAILURE TO RETURN BORROWED MATERIAL. Any person who borrows from a publicly funded lending facility any book, newspaper, magazine, manuscript, pamphlet, publication, microform, recording, film, artifact, specimen, device, exhibit or other article belonging to, or in the care of, the facility, under any agreement to return the same within a specified time, and thereafter fails to return the book, newspaper, magazine, manuscript, pamphlet, publication, microform, recording, film, artifact, specimen, device, exhibit or other article, shall be given written notice, which shall bear upon its face a copy of this statute, mailed by a registered or certified letter with return receipt, or delivered in person to such person at his last known address, to return the borrowed article within fifteen (15) days; and in the event that the person shall thereafter willfully and knowingly fail to return the borrowed article within thirty (30) days, or shall fail to reimburse the facility for the value of the borrowed article plus overdue fines and costs incurred, the person shall be guilty of a petit theft and punishable as provided in [chapter 24, title 18](#), Idaho Code. For purposes of this section, a "publicly funded lending facility" includes any library, gallery, museum, collection or exhibit supported by public funds.*