



CIRCULATION POLICIES

Approved by the Vista Grande Public Library Board of Directors–Jul-2008

Revised and Approved by the Vista Grande Public Library Board of Directors–16-Feb-2016, 21-May-2019, 19-May-2020

Contents

Library Cards
Eligibility for Borrowing Materials
Responsibility for Library Materials
Overdue Items
Damaged or Lost Library Materials Loan
Periods
Item Limits

Library Cards

In accordance with Vista Grande Public Library policy, any person living within the service areas as defined by the Southeast Sector of Santa Fe County (see map for detailed boundaries) may become a member and receive a library card. Patrons from Pecos and Rowe may also acquire library cards. Patrons may apply for an online card using Apollo's online card process. To use in-library services, patron must complete process and receive physical card.

Library cards may also be issued at the Director's discretion to persons outside our defined service area.

Children under the age of sixteen (16) need a parent's signature to get a card. At age 16, minors may apply for a minor card without parental signature.

Replacement fee for lost cards is \$3. Fee may be waived by Director.

Persons living in the area for more than a month but who are not permanent residents – e.g. house-sitters, summer employees – may apply for a temporary card. Requirements and limitations are on the card application

Eligibility for Borrowing Library Materials

The following conditions must be met to borrow materials:

1. A valid Vista Grande Public Library card is presented. (Please refer to "Library Cards Policy" for requirements.) If a card is not presented, the patron needs to be able to prove identity.
2. The person has not been evicted from the Library for violation of library rules.
3. There are no outstanding fees, or overdue items on the person's record.

Responsibility for Library Materials

The individual whose library card or library card number is used to borrow materials is responsible for the materials unless the person reports the library card missing or stolen. The Library will loan materials to a person with a card in hand, or to a person who can provide accurate information to satisfy library staff that the person is a registered borrower.

The Library cannot take responsibility for personal items or items borrowed from other libraries that are left at Vista Grande Public Library.

Overdue Items

Borrowers are expected to return items they borrow on or before the established due date. An item is considered overdue the day after the due date.

After 90 days, items will be assumed to be lost and patrons will be billed. If items are returned, the bill will be rescinded.

Damaged or Lost Library Materials

The Library expects that all items borrowed from the Library will be returned in the same condition as at the time of loan except for normal wear. Damages beyond normal wear will be assessed by the library staff and repair or replacement of library materials may be charged to the individual.

Lost items will be considered as overdue items until the assessed cost is paid in full. The Library will determine the cost based on retail replacement cost of the item or, if the item is no longer available, on average retail cost of similar items.

The Library may accept a replacement for a damaged or lost item in lieu of payment, but reserves the right to decline such replacements.

The Library, or designee, may approve reinstatement of a person's borrowing privileges without payment of damage, if unusual circumstances warrant a waiver of this policy.

Once a fee has been paid, or a replacement accepted for a lost or damaged item, a refund or return cannot be given.

Loan Periods

Loan periods shall be determined by the Library Director, and are posted in the library as well as on the website.

Item Limit

The item limit for new books, books-on-CD, iPods and iPod books, DVDs, children's books, other materials (e.g., telescopes) and the general circulating collection shall be determined by the Library Director. Circulation limits are posted in the library as well as on the website.

E-Content

Item limits and loan periods on e-content are set by Overdrive and managed through the Overdrive ILS. Patrons may return items earlier than the due date using their account through the Overdrive portal. These items do not appear on their Biblionix/Apollo record.

Total check out limit: 10 items

Hold limit: 4 items

Default lending period: 14 days

Default video lending: 5 days