

## CIRCULATION POLICY

### **I. Introduction**

The Library provides resources for the informational needs of the Upland Community. There is a wide variety of resources available for use by the public. Most of the Library's collection is available for circulation, but there are some collections that are for in-house use only. This policy covers the issuance of Upland Library cards and overdue or lost material.

### **II. Intellectual Freedom**

- a. Individual patrons determine for themselves what library materials are appropriate for personal borrowing or viewing. Parents or guardians are responsible for determining what their children borrow, view or use in the Library. Children twelve years of age and younger may not check out motion pictures.
- b. Library staff will not monitor or restrict any patron's borrowing or use of the Library, its materials, or its resources based on a patron's age, background, or views. The Library may limit the number of items borrowed based on the availability of items, proof of address, or by parental request.
- c. The Upland Public Library endorses and defends the concepts of intellectual freedom, as protected by the United States Constitution and as described in the Library Bill of Rights. (See also the Library's *Collection Development Policy*.)

### **III. Library Card Issuance**

- a. Any person residing in California may apply for a library card free of charge from the Upland Public Library. Patrons are responsible for all material checked out on their card.
- b. Adults aged 18 years and older must complete a patron registration form and show government-issued picture identification with their current address. If the patron's proof of identification does not reflect the current address, the patron may present a recently postmarked piece of mail or a bill with the address printed on it. If not available, a card may still be issued, but will be sent to the patron at the address listed.
- c. Registration of minors must include a parent or legal guardian's signature.

- d. First use of a card is limited to three items, except for cards issued without proof of address, which are limited to one item.
- e. The initial card is free, but there is a charge for replacements.  
(See *Circulation Schedule-Fees and Fines*)

#### IV. **Circulation Schedule**

- a. With the exception of the reference and special collections, library materials are available for checkout by patrons of the Library.
- b. The *Circulation Schedule—Fines and Fees* lists the collections, the number of items and length of time materials may be circulated.

#### V. **Collection of Overdue and Damaged Materials, Fines and Fees**

- a. Items not returned by the due date are overdue. Fines are collected for all overdue items. Efforts are made by staff to collect fines when overdue materials are returned by the patron. It is the responsibility of patrons to keep their records clear and free of fines and charges. The Library reserves the right to suspend library privileges of patrons (and other family members) whose record exceeds \$5.00. Library privileges will remain suspended until charges are paid or until payment arrangements have been approved.
- b. As a courtesy to patrons, the Library informs patrons of their account status with overdue reminders and bills for lost items. Patrons are responsible for any accrued fines and fees regardless of receipt of notice. The Library sends notices to patrons for overdue reminders within 7 and 14 days after the items are due. Items not returned within 45 days of the due date will be declared lost and a replacement bill will be sent to the responsible party. Additional fees may be added at this point to recover the added cost of collection. (See *Circulation Schedule—Fines and Fees*)
- c. Fines and fees are assessed by the Library Board of Trustees. The Board reserves the right, with proper notification, to utilize collection agencies and/or any appropriate judicial process to collect fines and fees owed to the Library.
- d. Payments for library fines and fees may be made in the form of cash, credit card, or personal checks. Checks for payment of library fines and fees that are returned by the bank will be handled as follows:

- i. Borrowing privileges on all library cards for which the patron is responsible are suspended until all charges connected to the returned check are paid to the City of Upland.
  - ii. After the Library receives two returned checks for insufficient funds on any account for which the patron is responsible, no further checks will be accepted in payment for any charges due.
  - iii. If a check is returned by the bank because of a Stop Payment order by the patron, personal checks will no longer be accepted on any account for which the patron is responsible.
- e. Refunds may be issued when patrons have returned books and materials for which they have paid up to 3 months from the date of payment. Collection agency fees, fines and other processing fees are not refundable. Original receipts are required for all refunds.
- f. Charges are collected for all damaged materials. Damaged materials include lost barcode labels and materials requiring repair or replacement.