



Circulation Policy

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Circulation Policy

1. Purpose

The purpose of the Circulation Policy is to establish the principles and guidelines used in the lending, renewal, and return of library materials within the Buena Park Library District. It supports the District's mission by promoting equal access to resources and establishes accountability by ensuring responsible stewardship of the collection.

This policy serves to inform the public about the procedures governing the use of library materials. It defines borrower eligibility and privileges, outlines loan periods, renewal limits, and overdue procedures, and explains the responsibilities of patrons when materials are checked out. The goals and objectives in this policy do not replace the judgment of library professionals but are designed to assist in the consistent and fair administration of circulation services.

2. Eligibility

- a. California residents eighteen (18) years old and older may register for a free library card with valid government-issued photo identification and proof of current address. Copies or photographs of photo identification will not be accepted.
- b. An applicant under the age of eighteen (18) must have the authorization of a parent or legal guardian who meets the eligibility requirements above to register for a library card. The parent or guardian is responsible for the minor and their use of library resources.
- c. A "computer use only" card with no borrowing privileges may be obtained by presenting photo identification. Applicants under the age of eighteen (18) must have the authorization of a parent or legal guardian.
- d. The District may establish separate eligibility for students as part of the Local Public Library Partnership Program (California Education Code § 19340, *et seq.*).



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3. Address Verification

Address verification is conducted at initial registration, annually, and when mailed notices are returned as undeliverable. If a patron's photo identification does not include their current address, the patron may be asked to provide proof of address.

- a. Acceptable address verification documents in the patron's name include:
 - i. Current utility bill
 - ii. Current rental agreement
 - iii. Current vehicle registration
 - iv. Postmarked mail delivered to the patron's address dated within thirty (30) days

4. Online Library Card Registration

Patrons may pre-register for a library card online.

- a. The temporary library card will allow a patron to place holds on library materials and will not allow access to online resources, eBooks, or digital streaming content.
- b. Temporary cards are deactivated in thirty (30) days. Patrons must show their photo identification and proof of current address in person at the library within thirty (30) days of online registration to pick up a full use library card.

5. Patron Inactivity

Library accounts will be removed from the library's database system if they have not been used in seven (7) years.

6. Item Types, Borrowing Limits, and Loan Periods

- a. Patrons may check out up to thirty-five (35) total items.
- b. The standard loan period for physical books, CDs, audiobooks, and DVDs is three (3) weeks.



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- c. Most items can be renewed up to three (3) times if there are no holds on the item.
- d. eBooks, eAudiobooks, digital streaming content, and other online media may have variable loan periods set by licensing terms.
- e. Patrons may place holds on up to thirty-five (35) items at a time and will be notified via email when their held items are available.
- f. Items within the Library of Things collection may be subject to specific borrowing agreements or collection specific loan limits.
- g. Juvenile cards are restricted from borrowing specific items within the Library of Things and adult audiovisual collections.
- h. Reference Materials, including newspapers and the most current issue of magazines, may not be checked out.
- i. Interlibrary loans requests are limited to five (5) requests per month, per patron. Loan periods may vary based on the lending library.

7. Patron Responsibilities

- a. Library patrons are expected to abide by the Library Rules of Conduct when using the library and library resources.
- b. Patrons are expected to return materials on time and exercise care when handling library materials to ensure that they are available for other patrons to use.
- c. Lost library cards and lost or damaged items should be reported to the library immediately.

8. Fines and Fees

(Reference: Library Fee Schedule)

- a. Library patrons are charged the replacement cost of lost or damaged items.
- b. Interlibrary loan requests are subject to fees set by the Board of Trustees and the item's lending library and may include additional postage fees.
- c. There are no fines for overdue items. Three (3) email reminders are sent after the due date to remind a patron to return the materials.
- d. If an item is thirty (30) days overdue, the patron will be billed for the replacement cost of the item.



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- e. Patron library accounts will be blocked from checking items out or using library resources if fees exceed ten dollars (\$10.00).
- f. After ninety (90) days, a collection agency may be used to recover the lost material and/or fees associated with lost material. An additional collection agency fee will be added to the patron's account if an account is sent to collections.
- g. Lost fees may be waived for lost items that are returned and not yet paid for if the lost item is still in the library database system and returned in good condition.
- h. A patron who returns a lost and paid item in good condition within thirty (30) days of making the payment for the item may apply for a refund. Upon approval, a refund may take up to sixty (60) days to be issued.
- i. Fines and fees are reviewed annually and as needed by the Board of Library Trustees and are subject to change.

9. Confidentiality of Library Records

The Buena Park Library District is committed to patron confidentiality and privacy. Library account information will only be shared with the cardholder or the parent or legal guardian listed in the account record for patrons under the age of eighteen (18).

Library records are confidential pursuant to California Government Code § 7927.105.

All requests for library records must be referred to the Library Director and will only be disclosed:

- a. By a person acting within the scope of the person's duties within the administration of the library.
- b. By a person authorized in writing to inspect the records. The authorization shall be from the individual to whom the records pertain.
- c. By order of the appropriate superior court.

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