

**CIRCULATION POLICY  
PITTSYLVANIA COUNTY PUBLIC LIBRARY SYSTEM**

The Board of Trustees grants to the Library Director authority to develop and administer procedures and regulations that will facilitate fair and responsible circulation of library materials within the context of the policy set forth here.

Library Card Registration policies:

The library serves all residents of Pittsylvania County, and also issues library cards to residents of the following cities and counties: Virginia: Bedford, Campbell, Danville, Franklin, Halifax, Henry, Lynchburg, and Martinsville.

North Carolina: Caswell and Rockingham.

Those who work, own property, or go to school in Pittsylvania County but are not residents are eligible for a limited-use library card. Holders of limited cards may have five items checked out at any time.

There is no charge for the first library card; replacement cards are \$1.00. Cards with unreadable barcodes due to normal patron use may be replaced at no charge at the discretion of the staff. Cards are issued for two years and are subject to renewal. Cards which have been inactive for three years will be deleted from the system. A person who is responsible for another patron may not be deleted from the system. Patrons with outstanding charges or materials on their record are not deleted from the system.

All patrons must register in person and provide proof of both name and current address. A Virginia driver’s license, a passport, or a school or university photo ID with current address is acceptable as a complete ID. If the address on the photo ID is not current, then acceptable ID will be by a combination of identification pieces, including one item from column A and one from column B:

Column A	Column B: Current mailing address and name on one of the following:
Driver’s license or a state-issued photo ID	Utility bill
Passport	Check or bank book
School or university photo ID	Lease
	Tax assessment
	Recently postmarked letter [within a month]

There is no age requirement. Parents and legal guardians [or accompanying adult willing to take responsibility] must, however, sign the application for any child under the age of eighteen. Such persons must have a valid and fine-free Pittsylvania County library card in their own name. By so signing, the parent, guardian, or other adult assumes the responsibility for the return, in good condition, of any library materials checked out by the

child. They are liable for payment of any fines or charges incurred by the child. They also assume the responsibility for seeing that the child abides by the rules of the library. The parent's card will be linked in the computer to the children for whom they are responsible. When the parent's card is delinquent, the delinquency must be cleared before the child's card may be used. When the child's card is delinquent, the delinquency must be cleared before the parent's card may be used. When any party in the linked cards is delinquent, all are considered delinquent until the delinquency is cleared.

Patrons must also give a street address if using a postal box number for the mailing address. Students who are not residents of the county must provide their permanent address as well as their local address. Changes of address should be reported promptly.

*Borrowing policies:*

Library users must have a library card and present it, a valid driver's license, a valid, state-issued photo ID, a passport, or a school or university photo ID to check out library materials or use a computer. Only one computer at a time may be in use on a patron's account.

Books [not in the genealogy collections], books on cassette or CD, music compact disks, back issues of magazines, and circulating encyclopedias may be checked out for a period of two weeks. Items in these formats may be renewed three times providing they are not on hold for another patron. E-books, e-audiobooks, music and video downloads have their own circulation limits; no fines are charged on electronic downloads and they disappear from the device once the due date has been reached.

DVDs may be checked out for two days. They may be renewed once.

An alternate due date may be assigned at the discretion of the branch librarian or the Director, for those persons who have a legitimate need. Items on hold for another patron may not be renewed.

There is usually no limit on the number of books that may be checked out; the library, however, reserves the right to limit the number of items that may be checked out on one subject or in one classification. A patron may only have five music compact disks checked out on their card at any time. A patron may only have five DVDs checked out on their card at any time.

Books which are not in the library's collection may be requested by interlibrary loan. Books from a library which is a part of a cooperative interlibrary loan agreement with Pittsylvania County will be obtained for the patron at no charge; other interlibrary loans will incur a fee of \$2.00 per item.

New editions of test preparation books such as those for ASVAB or the GED require a \$5.00 deposit for checkout. The deposit will be returned upon return of the material. Older

editions may be checked out without a deposit. Items requiring deposit will be identified with a sticker.

Reserving materials:

Holds may be placed on books, compact disks, and audio books; they may not be placed on DVDs. There is no charge to place a hold. Patrons who have a PIN may place holds themselves by using this feature of the library's catalog via the Internet at home or within the library. A patron can set up a PIN at the circulation desk. Patrons will be called when a book has arrived for them. They will have four working days in which to pick it up.

Overdue notification and fines:

The library's book drops are unlocked at all times, and all library materials may be returned in the drop. Items may be returned to any branch of the library system. Items may be renewed at any branch as well. Patrons may also call the library to renew their items or they may renew them online. Online renewal requires a PIN.

A series of three notices will be sent to patrons who have not returned or renewed library materials by the date on which they are due. The first notice will be sent two weeks after the date due, the second two weeks after the first notice, and the third two weeks later.

The third and final notice will be in the form of a bill. The cost of the material will be on this notice. No one receiving a third notice will be allowed to continue borrowing library materials or using a computer until these materials are returned or the replacement cost has been paid.

The fine for late return of books, compact disks, and books on cassette or compact disk is ten cents per day per item, up to a maximum fine of five dollars per item or the replacement cost, whichever is less. Late return of a video format item is \$1.00 per day per item, up to a maximum fine of ten dollars per item or the replacement cost, whichever is less. A grace period of one day will be allowed on all circulating items with the exception of interlibrary loans. If items are not returned within the grace period, patrons will be charged for all overdue days including the grace day. Items obtained through interlibrary loan will incur a fine of \$1.00 per day per item.

When a patron's record is flagged because of fines, half of the amount due must be paid before the patron will be allowed to check out more items. The patron may check out after paying half of the amount due, but the staff member handling the transaction will place them in block status after the transaction to ensure the rest of the fine is paid at the next checkout. Block status can not be overridden without the approval of the Director or the branch manager.

No fine will be reduced without the approval of the Director or the branch manager.

Lost or damaged materials:

Patrons who do not return library materials, claiming that they are lost, will be charged the full retail cost. This cost is determined according to authoritative sources such as Baker and Taylor, Ingram, Amazon or Barnes and Noble. If a book is no longer in print, the following costs will be incurred:

Books [hardbound]	\$15.00
Trade paperbacks	\$10.00
Mass market paperbacks	\$5.00
Lost volume of a multi-volume set	\$15.00
Lost cd of a book on CD	\$9.00

Other items:

Damaged/lost barcode or spine tab	\$1.00
Compact disc case	\$1.00
DVD case	\$2.00; \$4.00 for multiple-sized cases
Damaged/lost cover art and inserts for compact discs, books, and DVDs	\$5.00
Damaged/lost 3-D glasses	\$2.50
Disk repair [sanding]	\$3.00
Book on CD case	\$8.00
Plastic cover torn or missing	\$2.00

Patrons who return library materials in such damaged condition that they are irreparable and will have to be discarded will be charged full replacement cost; once the replacement cost has been paid, the material then belongs to the patron.

The staff will not request that a patron pay for an item they believe they have lost until six weeks have elapsed and the bill has been issued. The library will refund money a patron has paid for a lost item within three months of the payment. After that, there will be no refund. Patrons will receive a receipt showing their name, the barcode of the item, the amount paid, and the date payment was received.

If a patron claims that he/she has returned materials or never checked them out, the staff will search the shelves and other records in an attempt to find them. If the matter cannot be resolved, the staff will make a notation on the patron's record, either *claims returned* or *claims not checked out*.

*Delinquent accounts:*

Delinquent accounts will be turned over for collection to Unique Management Services.

*Approved by Board of Trustees, December, 2011; amended and approved, February, 2015*