

Emporia Public Library Circulation Policy

Approved by the Library Board February 8, 2024

Emporia Public Library Cards

Eligibility

In order to borrow materials from the Emporia Public Library, library users (patrons) must register for an Emporia Public Library card. Cards are issued free of charge to all Kansas residents with proof of identification.

1. Applying for a Library Card

a) The library requires a photo ID in order to issue a card.

Patrons must provide their full legal name, current address, and date of birth. College students and hotel residents will be asked to provide a permanent address. It is the responsibility of the patron to notify the library when their personal information has changed.

b) Patrons must sign the library card application indicating they are willing to accept responsibility for library materials checked out and information accessed on computer workstations with their cards.

c) When applying for a card, patrons under the age of 18 or adult dependents must be accompanied by a parent or legal guardian who must sign the application and provide proof of identification. Parents/legal guardians are responsible for materials checked out and information accessed on computers with their child or adult dependent's card.

d) Patrons will receive a unique card and patron number and are encouraged to present the card in order to check out materials or access computer workstations. This ensures no one else is using the card or number, promotes accuracy, and improves the check-out process. Patrons without their cards may be asked to verify account information.

e) Patrons can set up a confidential PIN (Personal Identification Number) at any time. This PIN allows patrons to access their library account online, utilize online databases remotely, and to use the self-checkout machine. New library cards are active as soon as they are issued, and new patrons will be limited to five (5) items per checkout and no interlibrary loans for the first thirty (30) days that their account is active. After the initial month, patrons in good standing may renew their card for a full two (2) years.

2. Lost or Stolen Cards

If a library card is lost or stolen, the patron should inform the library immediately to prevent fraudulent use and for their account to be blocked.

Patrons are responsible for all materials checked out on their library card if the card is lost or stolen and not reported.

If a card has been reported lost or stolen, the patron must show a form of identification to obtain a replacement card at no cost and for their account to be reset in good standing.

If a patron asks for a replacement card due to loss or damage, the library will verify the patron's personal information and issue a new card at no cost.



3. Renewal of Library Cards

Library cards require renewal every two (2) years. Patrons will be asked to verify their address and other personal information. Library cards that have been inactive for three years will be automatically purged from the system.

4. Use of Library Cards

Patrons are encouraged to present their own library card to check out materials. After checking out library materials, patrons receive a receipt listing the materials checked out, the date items are due back at the library, and a dollar amount saved by borrowing titles from the library. The library will send a courtesy reminder to patrons three days before materials are due.

When the due date falls on a holiday when the library is closed, or on a day when the library is closed due to unexpected circumstances, the loan period will be extended until the next day the library is open.

Library accounts are blocked when:

- a) Library cards are reported lost or stolen by the cardholder.
- b) Library fees owed exceed \$5.
- c) Mailed communication is returned to sender.

Once an account is blocked, all check-out privileges for that patron are suspended; patrons with blocked cards may still use the library facility and the public access computers. A card may be unblocked by remitting payment owed, returning or paying for lost materials, or resolving the issue that caused the card to be blocked.

Material Checkout

A loan period is the length of time that one patron may keep a specific item.

A loan limit is the total number of items of a specific type that any one patron may have on loan at one time.



Items	Loan Periods	Renewable*	Loan Limits
Print Items	Three (3) weeks	One (1) time	No Limit
Skip The Line	Two (2) weeks	No renewals	One (1) item per card
Interlibrary Loan Materials	Determined by the lending library	Determined by the lending library	Twenty (20) items per card
Audio books	Three (3) weeks	One (1) time	Fifteen (15) items per card per checkout
DVDs	Two (2) weeks	One (1) time	Fifteen (15) items per card per checkout
TV Series	Three (3) weeks	One (1) time	Fifteen (15) items per card per checkout
Stacking Cup Kits Parachute Kits Memory Kits Kits for Kids	Three (3) weeks	One (1) time	No Limit
STEM Kits Disc Golf Kits Adventure Kits Wichita Art Museum Passes	One (1) week	No renewals	One (1) per card (can include one of each item type)
Book Club Books	Six (6) weeks	One (1) time	No Limit

*An item may be renewed once either by patron request (in person, by phone, or through their online account) or the system will automatically renew any materials checked out on the item's due date; renewals only go through if there are no current holds placed on the item and the patron's account is in good standing.



Reserves (requests for materials)

Patrons may place reserves in person, by phone, or through their online account. When the item becomes available, the patron will be notified and the item held for seven operating days.

Reserves are limited to one hundred (100) items per person, including both pending and filled, in order to ensure continued unimpeded access to online account management and e-resources.

Interlibrary Loan Requests

Library patrons with accounts that have been renewed past new patron status and that are in good standing may request that the library attempt to locate a specific item that is not currently available in the Emporia Public Library's collection. A patron may request an item in person, by phone, or through their online account. Each patron is limited to twenty (20) interlibrary loan requests at one time on their account.

The Emporia Public Library does not charge a fee for this service; however, the lending library may impose a fee to be passed onto the patron with their approval. Renewal requests for interlibrary loan materials can only be granted through the Interlibrary Loan Department. Library patrons who fail to return material borrowed for them via interlibrary loan or who return damaged interlibrary loan materials will be charged for the value of the item (as determined by the lending library).

Fines and Fees

The Emporia Public Library encourages patrons to return materials on time. No overdue fines are charged on materials returned within twenty-one (21) days of the due date. Items not returned within twenty-one (21) days of their due date will be considered lost; patron accounts will be charged a replacement fee per item.

The library charges fees to offset the cost of replacing lost and damaged materials. If an item is lost or damaged, the replacement cost is charged to the borrowing patron's account. The replacement cost is determined by the price paid by the library when the material was added to the collection. For more information on damaged materials, please refer to the Damaged Item Policy.

The patron is eligible for a refund if within six (6) months of their original payment they return an Emporia Public Library item for which they incurred and paid lost fees, and the item is in circulating condition.

Interlibrary loan materials are not eligible for refund, as the Emporia Public Library pays any associated fees directly to lending libraries.



Confidentiality of Patron Records

Patron records are private data and no information will be divulged without a court order.

A parent or legal guardian of a minor or of an adult dependent whose signature is on the library card application may be granted access to that library record. Requests for access to patron records will be referred to the Executive Director.

When contacting patrons, a message will be left without divulging any of the patron's personal data, including information on library materials.

Any questions or problems regarding confidentiality of patron records will be referred to the Executive Director for resolution.

