

## **Circulation Policy**

**Library Card Registration:** The Spencer County Library is supported primarily by taxes paid by the residents of this county. Therefore, library-borrowing privileges are available at no additional charge to residents of Spencer County. Others may apply for borrowing privileges by paying the current fee established by the Board of Trustees.

**Registration of Patrons:** All residents of Spencer County are eligible to apply for a library card free of charge. Non-residents who work or own property in Spencer County or have children enrolled in Spencer County Schools are also eligible to apply for a library card free of charge. This privilege extends to patrons who present a valid driver's license displaying a current address or an official photo ID card, along with a document verifying their current address. Parents must sign a statement of responsibility for children under the age of 14. The charge to replace a lost card is \$3.00

**Temporary Residents:** Temporary Spencer County residents who wish to use the library must pay a yearly fee of \$25.00 per person or \$50.00 per family to obtain a library card. The fee is a contribution to the library in the place of paying taxes. A photo ID and proof of address, both temporary and permanent, are required. U.S. Military Personnel will not be charged the temporary residents' fee for library cards.

## **Circulation of Materials**

### **Number of Items by Format:**

- A maximum of 14 items may be borrowed on a library card.
- DVDs are limited to 5 per household per checkout.
- Magazines are limited to 5 per household per checkout.
- Audiobooks are limited to 6 per checkout.
- Print books are limited according to the number of other materials checked out, not to exceed 14 total items.

### **Length of Checkout by Format**

- Books – two (2) weeks
- DVDs-five (5) days or until the next day the library is open after the return date\*.  
(\*Example: If materials are due back on a day the library is closed, bring them back the next day.)
- Magazines/Periodicals – one (1) week
- Audiobooks – three (3) weeks
- Interlibrary Loans (ILL) return date will appear on the paperwork of the borrowed ILL.
- Hot Spots and Job Discovery Laptop Kits are not covered under this policy. Individual circulation policies are available for those materials

### **Over-dues**

A fine of \$0.05 per day will be imposed for overdue books, audiobooks, and magazines, up to a maximum of \$3.00 per item. A fine of \$ 0.50 per day will be imposed for each DVD, up to a maximum of \$5.00 per DVD. Hot Spots and Job Discovery Kits have specific overdue fine stipulations in their individual policies.

If overdue materials are not returned and fees are not paid, the delinquent patron's privileges will be revoked. Financial arrangements can be made to assist patrons in paying larger fines.

Failure to return library materials upon written notification by the library will be interpreted to mean intent to deprive the library of its property. It is subject to prosecution under KRS 514.030.

If the materials are not available for return, replacement costs will be charged. Patrons owing more than \$5 in fines cannot check out materials until those fines are paid.

### **Renewals**

Renewals may be made in person, by telephone, or through the online library catalog. Materials may be renewed one time if not on reserve. Library materials that are checked out and appear on the reserve list cannot be renewed, as other patrons are waiting for those items.

### **Reserves**

Reserved materials will be circulated on a first-requested, first-served basis. If a reserved book is not picked up within seven (7) days after notification, the next person on the reserve list will be notified, or it will be returned to the shelves.

### **Lost/Damaged Library Materials**

Materials lost or damaged beyond repair are the borrower's responsibility. The borrower will be assessed the replacement cost of the item. Money paid for the lost materials may be reimbursed (minus any fines) if the materials presumed lost are returned to the library (along with a library receipt of payment) within two (2) months.

### **Interlibrary Loan**

Interlibrary loan (ILL) is a service the SCPL provides to meet the reading needs of our patrons. ILL is not covered under this policy. See the individual policy for Interlibrary Loans.

### **Teacher/School Use**

Teachers in public and private schools will be responsible for books checked out for classroom activities. Students may not check out books when visiting as a class.

### **Confidentiality**

The Spencer County Public Library Board of Trustees supports a policy of confidentiality regarding circulation records that identify the names of library patrons. These records shall not be made available to any agency of federal, state, or local government except under a process order of subpoena, as may be authorized under the authority of federal, state, or local law.

Revised: 7/10/2018

Spencer Co. Library Board of Trustees

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