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## Maricopa Library & Cultural Center Circulation Policy

### PURPOSE

The circulation policy of Maricopa Library and Cultural Center was created to establish fair and equal access to library materials for eligible patrons.

### ELIGIBILITY AND REGISTRATION

Library cards will be issued at no charge to:

- All legal residents of the City of Maricopa and Pinal County.
- All City of Maricopa employees.
- All seasonal visitors residing in Pinal County. Seasonal visitors must provide identification and proof of property or leasehold ownership in Pinal County.


A library card can be issued for a fee of \$25 per year to applicants not meeting the above conditions.

A photo ID with current physical address will be required to verify address. A Post Office box will not be accepted for current address, only for mailing Purposes (EXCEPTION: PO Box from Gila River Indian Community and Ak-Chin Indian Community). If ID does not have current physical address or applicant's photograph, a second form of ID must be presented for address and/or identity verification.

Acceptable forms of identification may include:

- State issued driver's license with current address
- State issued ID
- Lease agreement
- Vehicle registration
- Utility bill
- Any legal document with a current address

Applicants who are between the ages of four (4) and seventeen (17) must have a parent or legal guardian present at the issuance of a library card. Parents or guardians assume responsibility for lost, stolen, damaged or overdue items

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checked out on their minor children's cards. Parents or legal guardians whose names are listed in the patron record may have access to information on a minor's account, regarding items for which they are responsible, after verification of information.

Resident library cards will expire one (1) year from the date of issuance and every two years thereafter. Library cards must be renewed to remain active. Non-resident library cards will expire one (1) year from the date of issuance, and must be renewed annually at the then current non-resident fee.

MLCC cards may be used at any library within the Pinal County Library District. Cardholders from other Pinal County Library District libraries may use their library cards to access Maricopa Library and Cultural Center services. Patrons may only obtain one card within the Pinal County Library District system.

Patrons should be aware that policies and procedures are set by individual libraries and may vary from location to location. Library accounts issued at other PCLD libraries cannot be updated at MLCC, including changes to passwords, addresses, or expiration dates.

#### **ALTERNATIVE LIBRARY ACCOUNTS:**

##### **Teacher Library Accounts:**

- To obtain a Teacher account, either a current school employee ID or an *Acknowledgement of Intent to Homeschool* issued from the State of Arizona which recognizes the patron as a homeschool instructor, is required. A patron may have both a personal library account and a teacher library account.
- Items that can be checked out on a Teacher Account are books, audiobooks, Playaways, preschool sensory backpacks, CDs, and magazines. Teacher accounts cannot be used to check out DVDs, video games, board games, culture passes, or hotspots; however, non-fiction DVD's can be checked out on a Teacher Account if the patron does not have a personal account.

##### **Central Arizona College (CAC) and Casa Grande Union High School (CGUHS) Accounts:**

- School ID cards from CAC and CGUHS double as Pinal County library cards. An MLCC library account can be opened by students currently enrolled in either CAC or CGUHS by presenting a school ID. Parental permission to open an MLCC account is required if the student is a minor.

- Pinal County residents who are not students of CAC may request a “community card” from the school to access databases and certain items at a CAC campus. Community cards can also be used to check out Library items from MLCC under the then current circulation policy. Library accounts issued at other PCLD libraries cannot be updated at MLCC, including changes to passwords, addresses, or expiration dates.

### **Group Home Accounts:**

- Adults and juveniles living in group homes located in Pinal County do not have to have a permanent address in the County or City of Maricopa to obtain a Group Home library account. A Group Home library account must be established at MLCC.
- Group Home accounts cannot be used to check out physical materials from the library collection. Accounts for group home residents are restricted to Computer User status, allowing access to electronic collections, public computers, registration for programs and reservations for study rooms. The accounts expire after 90 days and proof of group home residency must be verified every 90 days to renew the account.
- To obtain an Adult Group Home library account, two items of identification are required: 1.) a photo ID (driver’s license, State or Tribal ID, school ID) and a letter signed and dated by the group home owner for proof of residency. For Juvenile Group Home accounts, the child must be accompanied by the group home owner or a case worker and a dated document must be provided for proof of residency.
- Adult group home residents who have Pinal County Library accounts or MLCC accounts which carry fines or fees exceeding the allowable amount for use are not eligible to open Group Home library accounts. Once the balance of the original library account is within the allowable limit, a Group Home library account can be issued.

### **LOAN PERIODS AND LIMITS**

Patrons may only check out five (5) items (excluding Blu Rays and Video Games) the first time a new card is used. Patrons may borrow up to fifty (50) items, subject to the availability of materials, after their initial items have been returned. These items may be any combination of the following:

- Fifty (50) print items or audio books
- Twenty (20) DVDs/Blu-ray
- Ten (10) CDs
- One (1) Video Game
- One (1) Board Game
- One Culture Pass
- One Hot Spot (per household)

The Library Manager reserves the right to limit the total number of borrowed materials depending upon the needs of the library.

The loan period for circulating library materials is:

- General print collection and periodicals available for circulation have a fourteen (14) day circulation period.
- DVDs, Blu-rays, CDs, audio books, board games, and video games are treated as books with a circulation period of fourteen (14) days.
- Culture Passes are only available for checkout by patrons with MLCC accounts, and for a seven-day period.
- Hotspots are circulated for a period of seven (7) days.

The Library Manager reserves the right to modify the loan period depending upon the needs of the library.

Non-Circulating materials may be used by the general public, but only within the confines of the library. These materials include:

- Current issues of periodicals
- Newspapers

## **OVERDUE FEES**

It is the patron's responsibility to ensure borrowed library items are returned on or before the due date. Library materials that are returned after the due date will be subject to overdue fees which will be placed on the borrowing patron's account. Overdue fees are as follows:

- \$1.00 a day for DVDs, Blu Rays, Video Games, and Board Games
- \$0.10 a day for books, audio books, periodicals, and CDs

- Overdue fees are capped at \$5.00 per item.

### **ITEM RENEWALS**

All circulating materials are automatically renewed three consecutive times, with the following exceptions:

- Materials requested by another patron cannot be renewed after the initial check out period.
- Hot Spots and Culture Passes cannot be renewed.
- Board Games may be renewed once.

### **RESERVING LIBRARY MATERIALS**

Patrons may request that circulating materials in the MLCC collection (or other Pinal County Library collections) which are not immediately available for check out, be placed in hold status until such time as they are available. Requests will be filled in the order in which they were made.

Once the reserved item(s) are available for check out, the patron will be notified of availability and have five (5) days subsequent to notification to check the item out. Once the 5-day period has expired, the item(s) will be returned to the lending library for circulation.

Patrons are permitted to place five (5) Pinal County items on reserve at a time and two (2) Inter Library Loan items from libraries outside of Pinal County libraries.

Note: All libraries in Pinal County have their own rules regarding the materials they are willing to loan. If a patron has trouble placing an item on hold, please contact the circulation desk.

### **LOST AND DAMAGED MATERIALS**

Lost materials, or materials so damaged that they can no longer be circulated, will be charged to the borrower's account. Charges will include item replacement cost, plus a \$2.00 labeling charge.

Charges will be assessed for materials that are returned partially damaged on a case-by-case basis. All cost evaluations will be determined by the library staff, for either partial or complete damage of library materials.

- Patrons will be charged \$1.00 for items that are returned with missing barcodes or missing kit bags.
- Patrons will be charged \$5.00 for DVD or Blu Rays that are returned without cases and/or cover art.

## **DENIAL OF BORROWING PRIVILEGES**

Patrons must have their library card or a photo ID present to use library services, to check out library materials and to use the computers.

Library privileges are not transferable and patrons are prohibited from lending their library privileges to other individuals.

Patrons borrowing privileges and access to public computers and library services are automatically suspended if a balance of \$10.00 or more in fines or fees is charged to their account. The suspension will remain in place until the amount of the fines and/or fees is reduced below \$10.00 through payment.

Patrons with overdue materials, or returned items missing parts -such as missing discs or instruction booklets, may not check out additional materials until all overdue materials and/or missing parts are returned to the library or renewed.

Patrons must remain in good standing with all libraries within the Pinal County Library District to maintain active privileges and services.

The Library Manager may grant borrowing privileges upon determining that extenuating circumstances so warrant.

## **PATRON RESPONSIBILITIES**

Library patrons are responsible for lost, stolen or damaged library cards.

Library patrons who have lost their MLCC card may apply for a new card by showing valid identification and paying a non-refundable replacement charge of \$1.00.

Stolen cards should be reported immediately. Library patrons are responsible for all materials checked out on their card up to the time that they report the card as lost.

If a library patron allows others to check-out materials on the patron's card, those materials are the responsibility of the card owner. Patrons are advised to

remember that library privileges are not transferable and patrons are prohibited from lending their library privileges to other individuals.

Patron must show physical or virtual (from the PCLD App) Library card or valid photo ID to use Library services. Minors must show physical or virtual (from the PCLD App) Library card, valid photo ID or have parent or guardian with them with physical or virtual (from the PCLD App) Library card or valid photo ID to use Library services.

It is the library cardholder's responsibility to keep the library informed of changes to mailing addresses, email addresses, telephone numbers and any other updated information. The library is not responsible for any fines or penalties the patron may be assessed due to the lack of current contact information.

While the MLCC collection has thousands of items families want, like and need, it also may have materials that some parents may find inappropriate for their children. Decisions about what materials are suitable for children are left to a child's parents or guardians. It is the right and responsibility of a parent or guardian to guide children in their care in the use of the library, while allowing other parents to do the same. Parents and guardians should discuss rules regarding library use with their children.

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