

# Joe Barnhart Bee County Library

## Circulation Handout

Revised 03/17/2008

### Requirements for a Library Card

- A library card is issued without charge to any resident of the State of Texas, person paying property taxes in Texas or any student attending school in Bee County with proper I.D and proof of residence.
- **All library cards must be signed before use. Library cards issued to children 17 years or under must be obtained by a parent or guardian who will assume the responsibility of any library obligations.**
- As proof of residence, the Library accepts a Texas driver's license or Texas ID, utility or telephone bills, voter registration card, county property tax statement, or a personalized check. If these are not available, the Library Director may substitute an alternate ID on a case per case basis.
- A library card will be renewed on an annual basis. When the card nears expiration, the patron should stop by the Library with ID described above to renew. Staff will verify residence and update the borrower record to reflect any changes. Any balance pending on the card must be paid prior to renewal.
- **A replacement card will cost \$2.00. The patron is responsible for all items checked out on the card until the card is reported lost.**
- Library cards must be presented each time books are checked out.

### Loan Period Information

- Items may be renewed by telephone or by e- mail, prior to the due date.
- Videos and other audiovisual materials are not to be returned in the book drop.
- Limits on the number of items checked out, length of time and renewals follow the table below.

<u>Item</u>	<u>Limit</u>	<u>Length</u>	<u>Renewal**</u>
Books	See note*	3 weeks	one
Audiotapes	3 per card	3 weeks	one
Videotapes	3 per card	1 week	one
Multimedia	3 per card	3 weeks	one
Compact disc	3 per card	1 week	one
Paperbacks	15 per card	3 weeks	one
New books	3 per card	2 weeks	none

**\*NOTE: No more than 5 books total, including up to 3 items categorized as New Books. Books may be subject to limits during peak subject request.**

\*\* NOTE: Items may not be renewed if another patron has placed a hold on the title. New Books may not be renewed.

- **Reference books, newspapers, and magazines do not circulate.**

## Replacement Cost Schedule

*If the exact cost is not listed in the library records, the default charges are as follows:*

<u>Media Type</u>	<u>Default Cost</u>	<u>Maximum Overdue</u>
<u>Fine</u>		
Hardback book	\$25.00	\$ 12.50
Paperback book	\$ 5.00	\$ 2.50
Cassette tape	\$ 9.00 (per tape)	\$ 4.50 (per tape)
Interlibrary Loan	<b><i>What the Library is charged</i></b>	<b><i>What the Library is charged</i></b>
Videotape	\$ 20.00 (per tape)	\$ 10.00 (per tape)
Compact disc	\$ 20.00 (per disc)	\$ 10.00 (per disc)
DVDs	\$ 20.00 (per disc)	\$10.00 (per disc)
*Multimedia	\$ 50.00	\$ 25.00

**\*NOTE: Multimedia includes books with compact discs or computer disks. If one portion of the multimedia is lost the entire item is lost. Example: if a book is returned without its accompanying compact disc then the book and the compact disc are declared lost and the patron is responsible for the cost of both parts of the item.**

## Minor Replacement Costs

Media bag	\$5.00
Cassette tape case (single)	\$1.00
Audiobook case (multiple)	\$9.00
Compact disc jewel case	\$1.50
Compact disc jewel case (double)	\$2.50
Rebinding of a book	\$10.00
Barcode	\$1.00
Digital Id tag	\$1.50
Spine label	\$1.00