



THE LEWES PUBLIC LIBRARY, INC.

CIRCULATION POLICY

The Lewes Public Library offers Delaware residents, non-resident property owners, and temporary residents free and equal access to services and resources. Non-residents may purchase a library card for either an annual or monthly fee.

Borrowing privileges may be denied for due cause. Such cause may be failure to return library materials or to pay charges, destruction of library property, or other objectionable conduct on library premises. Service will not be denied or abridged because of gender, religious, racial, social, economic, or political status.

Definitions

- Resident: Any person who is a legal resident of the State of Delaware.
- Non-Resident Property Owner: Any person who owns realty (pays property taxes) but does not reside in the State of Delaware on a year-round basis, or the minor child of such a person.
- Non-Resident: Any person who is a legal resident of another jurisdiction and who does not own real property in the State of Delaware.
- Temporary Resident: Any person who is a legal resident of another jurisdiction and who is temporarily residing within the State of Delaware for purposes of employment or education for a period not exceeding three months.
- Minor: Any person under the age of eighteen (18).

Registration

Application for a library card is made by presenting suitable identification. Such identification may be a valid driver's license, a Delaware Identification card, a valid U.S. passport, or any other equivalent document showing the person's photograph and current address. If a photo ID not showing the applicant's current address is presented, a second form of identification showing the person's current address (e.g., a bill, piece of mail) must also be presented. In the event that an applicant has no identification showing a current address, the library may send a postcard to the applicant at the address provided. Upon receipt of the card, the applicant may present said card as confirmation of the applicant's address. The library reserves the right to refuse a card to those with insufficient identification.

The person to whom the card is issued must sign the application and must assume the responsibility for returning all materials borrowed. The borrower is responsible for all use made of his/her card, including all use made of the card by another individual with the borrower's consent. If a card is lost or stolen, the borrower is responsible for all items charged to it until the loss is reported. Each borrower is responsible for informing the library of any change of address or phone number.

- Non-Resident Property Owner

Application for a library card is made by presenting proof of property ownership along with suitable identification as above. Such proof may include one of the following: listing on county property records, county tax statement, deed, realty, or construction contract showing ownership.

If a non-resident property owner lacks proof of ownership, library staff may access property records from the county property databases.

- Non-Resident

Application for a non-resident borrower's card shall be made by presenting suitable identification as above and paying an annual or monthly fee.

- Temporary Resident

Application for a temporary resident borrower's card is made by presenting suitable identification as above and proof of affiliation with a Delaware employer or educational institution.

- Minors

For minors, such identification may consist of their parent's, guardian's or other responsible adult's identification. This adult will be required to sign the application acknowledging responsibility for the return of, damage to, or cost of replacement of all materials borrowed by a minor.

- Institution

Businesses or organizations may register for a borrower's card by having the head/designated official of such institution complete an application for the card following the same policies as stated above. Normal fees and fines apply.

Library Cards

Library cards are issued as part of a consortium effort through the Delaware Library Catalog and may be used in all public libraries in the State of Delaware. Library cards are valid for a period of one (1) year. Expired cards may be renewed at the time of the borrower's next library visit. Library cards issued to non-residents will be charged the appropriate fee at the time of renewal.

Overdues

- Overdue material

Overdue material is that material which is not returned to the library at the close of business on the due date, or returned in the book drop prior to the opening of the library on the next operating day following the due date. Overdue charges are computed for each day the library is open. If the library is closed because of inclement weather, materials due on that day may be returned without penalty the next operating day. In periods of extended inclement weather, where libraries may be open but travel to the library by patrons difficult, the Director may use discretion in adjusting the due date.

- **Overdue Notices**

The library sends overdue notices as a service to remind borrowers of overdue materials. Failure to receive such a reminder does not exempt the borrower from fines. Failure to pay charges and to return materials will result in the loss of borrowing privileges.

If the borrower receives an overdue notice for library materials and believes these materials have been returned, he/she should notify the library. Library staff will then check the circulation files and the shelves for a period of three (3) months in every effort to locate the material. If the material is located in the library, records will be cleared and no further charges will be made. If the borrower locates and returns the materials, then fines will be charged from the date due until the date returned. If more than three (3) items have been claimed as returned, the borrower will lose borrowing privileges until items have been returned, replaced, or paid for, bringing the total to three (3) or fewer items.

Lost Material

Lost material is that material which is legally charged out to a borrower, and which the borrower is unable to return. The borrower shall pay the current list price or replacement price of the lost material. Replacement costs for out of print materials will be set by the library.

Damaged Material

Damaged material is that material which is not returned in the condition in which it was checked out, allowing for reasonable use. Minor damage which can be repaired by library staff will be assessed according to the charges set by the library. If the damage is such that the material must be discarded, the borrower will be responsible for the current or replacement cost as set for lost materials.

Interlibrary Loan

Interlibrary loan materials are obtained for a borrower from another library outside of the Delaware Library Catalog. The borrower is responsible for picking up and returning materials to the Lewes Public Library and for complying with any conditions imposed by the lending library. Any costs incurred in conducting such transactions may be passed on to the borrower. Regular overdue charges will be assessed. Failure to comply with this policy may result in the suspension of interlibrary loan privileges.

Confidentiality of Circulation Records

Circulation records and other records identifying the name of library users are confidential in nature. Such records are not made available to any agency of local, state, or federal government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, local, state, or federal law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

Fees

A fee schedule for non-resident library cards, lost cards, overdues, lost or damaged materials, or other special services has been set by the Lewes Public Library in cooperation with the Delaware Library Catalog.

Fees

- **Library cards:**

Non-resident (annual) card: \$25

Visitor (monthly) card: \$10

Lost card replacement: \$2

- **Fines:**

Overdue: \$0.10 per day per item, not to exceed \$10 per item.

Overdue DVD: \$1.00 per day per item, not to exceed \$10 per item.

Lost Materials: List or replacement price of the item.

Adopted by the *Board of Commissioners*
The Lewes Public Library, Inc.
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