



LAKE DALLAS PUBLIC LIBRARY

Where curiosity and creativity connect!

Circulation Policy

Introduction

The Lake Dallas Public Library, located at 302 S. Shady Shores Rd, Lake Dallas, TX 75065 is a member of the North Texas Library Consortium and serves the population of Lake Dallas. As a member of the North Texas Library Consortium, the Lake Dallas Public Library is in agreement with other consortium member libraries to maintain an online patron access catalog through the Apollo Integrated Library System, as well as make materials available to the patrons of member libraries upon request. In turn, the Lake Dallas Public Library is able to request items from other member libraries and maintain an online catalog for Lake Dallas residents to browse and use for the purpose of library account maintenance.

Purpose

The Lake Dallas Public Library Circulation Policy exists to:

- Make materials widely available
- Provide maximum use of the collection
- Facilitate requests for materials
- Provide a uniform policy for the retrieval of overdue materials
- Provide a uniform policy for the use and care of all materials

Registration of Borrowers

The Lake Dallas Public Library issues a library card for free to any person who meets the requirements of a Lake Dallas resident, City of Lake Dallas employee, or a Lake Dallas Independent School District employee. All others may purchase a library card for \$30 per year. Under the Interlocal Cooperation Agreement between the City of Lake Dallas and the City of Corinth, library card fees for residents of Corinth will be paid by the City of Corinth.

Identification

Library cards shall be issued after verification of identity and residence. Patrons will not be issued a library card if they cannot provide a photo ID and proof of residency.

A current address is required for communication with patrons. If an individual's state-issued ID or driver's license displays their current address, it is the only form of identification required.

Photo ID

Acceptable forms of photo ID include a driver's license, state identification card, passport, or school ID (with photo).

Address Verification

Acceptable documentation for address verification includes any photo ID with current address listed, voter registration, a utility bill, a lease, or mail received within the last 30 days.

Resident

A card applicant who presents proper identification that they are a permanent resident of Lake Dallas is eligible for a free library card. Applicants must be 16 years of age or older. Applicants who are 15 years of age or younger must have a parent or legal guardian present in order to procure a library card.

In order to procure a card for an individual 15 years of age or younger, a parent or legal guardian must apply in person with the child. The parent or legal guardian must provide photo ID and address verification for themselves, as if they are applying for their own library card. If the child is unavailable, the parent or legal guardian must provide their own photo ID and address verification, as well as one of the following documents on behalf of the child: a passport, a birth certificate, a report card, or a photo ID.

Library cards for residents expire every three years, at which time the card holder will need to renew their card in person at the Lake Dallas Public Library.

Lake Dallas Employees

Card applicants who are employed by the City of Lake Dallas are eligible for a free library card.

City staff must supply a valid photo ID, proof of residency, and their City ID. City employee library cards are good for one year.

Lake Dallas Independent School District Employees

Employees of the Lake Dallas Independent School District are eligible for a free library card. LDISD employees must supply a valid photo ID, proof of residency, and their LDISD badge. LDISD library cards are good for one year.

Non-Resident

Card applicants who do not live in Lake Dallas are eligible for a library card for a \$30.00 a year membership fee.

Library cards for non-residents expire every year, at which time the card holder will need to renew their card in person at the Lake Dallas Public Library and pay the yearly membership fee of \$30.00.

Issuing Cards Under the Interlocal Cooperative Agreement Between Corinth and Lake Dallas

Under the Interlocal Cooperative Agreement between the City of Corinth and the City of Lake Dallas, the Lake Dallas Public Library will issue library cards to the citizens of Corinth, TX at no cost to the applicant. Card applicants must fill out a paper version of the Lake Dallas Public Library Card Application and provide photo ID and address verification documents to staff. Staff will make a copy of the applicant's photo ID and address verification and staple it with the

Library Card Application. Library cards for Corinth residents under this ICA are set to expire after one year, at which time they will repeat this process for renewal.

Renewal of Cards

Resident

Every three years, a resident's library card expires. When it is time to renew the card, patrons must provide a photo ID and address verification document.

Non-Resident

Every year, a non-resident's library card expires. When it is time to renew the card, patrons must provide a photo ID and address verification document, as well as pay the \$30.00 membership fee for non-resident cards.

Corinth Residents

Every year, a Corinth resident's library card expires. When it comes time to renew the card, patrons must fill out a paper version of the Lake Dallas Public Library Card Application and provide a photo ID and address verification document.

Lost or Forgotten Cards

The patron is responsible for all materials borrowed on their card and agrees to abide by the library's lending rules, policies, and regulations. If a person loses their library card, there is a \$1.00 charge for replacement. Lost cards should be reported immediately to ensure that no one else uses the card and accrues fines or fees for which the card owner will be held responsible.

Any patron who cannot present a library card or valid ID will not be granted access to check out materials or make changes to an account. A guest pass can be issued for computer use for those who do not have their cards readily available.

A valid ID or the library card number will grant access to check out materials or make changes to an account.

Limitations

Patrons 16 and older may check out up to 25 items, 3 of which can be DVDs or Blu-rays.

Patrons 15 and under may check out up to 10 items, 1 of which can be a DVD or Blu-ray.

Circulation

Books check out for 14 days.

Kits check out for 14 days.

Audiobooks on CD check out for 14 days.

DVDs and Blu-rays check out for 7 days.

Holds

Library materials listed in the catalog may be placed on hold by any library cardholder.

Holds may be requested by patrons online through the catalog, by email, in person, or by telephone.

Patrons will be notified by telephone or email when the material is available.

Holds will remain on the hold shelf for 7 library business days. After 7 days, the item will be checked in to return to the shelf, return to the home library, or go on hold for the next patron who has placed the item on hold.

Fines and Fees

Fines for overdue books and CDs are \$0.10 per day, with a maximum fine of \$5.00 per item.

Fines for overdue DVDs and Blu-rays are \$1.00 per day, with a maximum fine of \$7.00 per item.

Fines for overdue kits are \$0.10 per day, with a maximum fine of \$7.00 per item.

Any fine or fee amount of \$2.00 or more must be settled prior to checking out additional materials or being allowed access to a public computer.

Fees for lost items include the price for that item plus a \$3.00 processing fee.

Exceptions

A guest pass can be issued for the computer

If a child has homework that requires a book, they can have one book checked out on their card if their fines and fees are in excess of \$2.00.

Patrons with excessive fines and fees may opt into a payment plan. The payment plan must be recorded in the note section of the patron's account.

Patrons who have lost library materials may purchase new materials as replacements.

Replacement materials do not need to be the exact item that was lost; however, patrons must provide the library with comparable items, i.e. a new children's book to replace a lost children's book, a new DVD to replace a lost DVD, etc. By replacing the item, patrons are not subject to the fee for the item or the \$3.00 processing fee. Consideration of a replacement copy is at the discretion of the staff.

Payment Plan

When a patron has excessive fines or fees, but needs to borrow materials from the library, they can opt into a payment plan. Payment plans are at the discretion of library staff. If the patron has a balance below \$2.00, they do not need a payment plan, nor must they pay the entirety of the amount on their account.

Damage to Materials

Materials that can no longer be used by the library due to the condition in which they are returned will be charged to the account of the last borrower. This damage includes water damage

of any kind, marking of a book, bite marks, removed pages or pieces of an item, excessive scratching or breaking of discs, and any other damage that makes the item unusable by others.

If a patron cannot afford the replacement cost of the item, they may purchase a brand-new copy of the item or a similar item to return to staff. The item must be in brand-new condition.

Consideration of a replacement copy is at the discretion of staff.

Replacement materials do not need to be the exact item that was lost; however, patrons must provide the library with comparable items, i.e. a new children's book to replace a lost children's book, a new DVD to replace a lost DVD, etc. By replacing the item, patrons are not subject to the fee for the item or the \$3.00 processing fee. Consideration of a replacement copy is at the discretion of the staff.