

Galax-Carroll Regional Library -- Circulation Policies

Revision Approved by GCRL Board 3-20-2017

Library Cards:

Anyone who has shown a proper form of identification and completed a registration form will be issued a Library Card. Youth between the ages of 4-18 must have a parent's or consenting adult's signature to apply for a card. A Library Card entitles the owner to use computer services and check out materials from all facilities of the Galax-Carroll Regional Library and can also be used at the Wythe-Grayson Regional Library facilities. Library Cards are issued on an individual basis and must be presented for scanning to borrow materials.

Obtaining A Library Card:

Proper identification is a picture ID card and some proof of current mailing address. A driver's license is the preferred form of ID and a utility bill or a tax payment receipt is proof of address.

A parent, guardian, or responsible adult, with a valid Mountain Cat Consortium library card, must come with a child to fill out and sign the Library Card Application form as well as the child's card.

Library Card Renewals:

Library cards are issued for THREE YEARS and can be renewed at the end of the 3rd year. DO NOT THROW THE CARDS AWAY. No items will be checked out without a card.

Replacing Library Cards:

Replacement cards can be issued for a fee of \$2.00.

Circulation Periods and Limits:

Books and audiobooks are loaned for twenty-one (21) days and may be renewed two times. Overdue fine on these items is twenty-five (.25) cents per day per item.

The number of items that may be checked out on one library card is twenty-five (25).

A patron may not checkout everything the library offers on any one subject.

The number of periodicals and DVDs are limited to five (5) per Library Card.

Books marked "R" (Reference) cannot be checked out.

The latest issue (in some cases the latest two issues) of a periodical do not circulate.

Only the regional or branch director may make exceptions to loan periods.

Patrons will be given a date-due receipt at time of checkout.

Audiovisual equipment is loaned for three (3) days and can be renewed one time. The overdue fine

on these items is \$1.50 per day.

DVDs are limited to five (5) per card with a seven (7) day loan period and may be renewed twice.

Magazines are limited to five (5) per card with a three (3) week loan period and may be renewed twice.

Audiovisual equipment may be borrowed by any group, organization or individual with a valid Library Card who will take responsibility for the care and operation of the equipment.

The Library may refuse to lend equipment if a requested date conflicts with a library program requiring the use of that equipment.

Damaged equipment will be repaired at the expense of the organization or individual to whom it was loaned.

Reserves:

Patrons with valid Library Cards may place any item currently in circulation on reserve. Patrons will be notified via email, telephone, or postcard when the item becomes available.

Patrons must pick up the item within (3) days of receiving notification or the item will be passed on to the next person on the reservation list.

Overdue Rates/Fines:

When materials are returned late, an overdue fine is charged to the patron's account. Book drops are accessible 24 hours a day, 7 days a week at both the Galax Public Library and the Carroll County Public Library for returning materials when the library is closed.

Fines for magazines, books, and audiobooks are assessed at the rate of twenty-five (25¢) cents per item per overdue day. Fines for DVDs are assessed at one dollar and fifty cents (\$1.50) per item per overdue day.

There is a maximum fine of ten dollars and fifty cents (\$10.50) per overdue item. Replacement costs and handling fees will be added to the fine when necessary. Adults who have signed for children to have a library card are responsible for all fines and fees on that child's card.

Patrons will not be allowed to check out any items or use the public computers until all overdue fines and/or fees have been cleared from their account.

Lost/Damaged Replacement Fees:

Patrons will be charged a replacement fee and the fine for any lost item. The cost shown on the item record will be the amount charged for the lost item.

Refunds of paid amounts (minus fines and handling charges) will be made to the patron if the item is later found and returned to the library with a receipt for paid amount to be refunded.