

PATRON REGISTRATION, CIRCULATION and OVERDUE PROCEDURES

The following people may receive a library card without charge:

Residents – Adult & Youth

1. Those people living in the counties of Adair, Cherokee, Delaware, McIntosh, Muskogee and Sequoyah are eligible to have a library card in the libraries of the Eastern OK District Library System.
2. Citizens who pay ad valorem taxes in one of the counties, but live in another county may have a library card. A copy of their bill from the county tax assessor is required to prove that they pay taxes in one of the System counties.
3. Students who live on campus or in town who are enrolled at a local academic institution. Student ID must be presented.

Students who live out of the District, but commute to one of these colleges, must pay an out of district borrower's fee.

Non-residents – Adult & Youth

1. People who do not live or pay property tax in any of the System's six counties are considered non-residents and must pay \$10.00 for an out of district borrowers card.

For purposes of identification, the individual must present a driver's license or other identification by which the individual's address can be verified. A \$10.00 fee will be collected from the individual at the time the card is issued.

Temporary cards

Temporary cards may be given to individuals who are living in the System for a short time. People with temporary cards are allowed 5 items to be borrowed at one time. Temporary cards expire in 90 days.

Reciprocal Agreements

The System has a reciprocal borrowing agreement with the Southeastern Public Library System of Oklahoma. (Headquartered in McAlester.)

1. Registered adults from that library system have the same borrowing privileges as registered adults living in the System's six counties. Registered juveniles from that library system have the same borrowing privileges as registered juveniles living in the System.
2. Patrons from the SEPLSO must be registered individually.

Guest cards

Guest cards are used to provide internet access to a person who does not live in the System.

Replacement of Lost Library Cards

There is no charge for the normal library card. There is a \$1.00 charge for the replacement of a lost card. There is a \$1.00 fee to purchase the key chain cards. If a card becomes unreadable through normal use, a replacement card will be issued at no charge.

Patrons are required to use their library card when they check out items.

CIRCULATION

1. The regular circulation period for most books is **21 days**.
2. Videotapes and DVDs circulate for **3 days**.
3. Audiocassettes, CD's and Play-a-ways circulate for **21 days**.
4. Personal A.V. may checked out for **3 days**. A.V. equipment may be checked out for **7 days**.
5. Items may be renewed twice, either by phone or in person. 10 day overdue items, items on Hold and 7 Day books may not be renewed.

PERMISSIONS

Patrons may allow others access to their library information by signing the EODLS Permission Release form.

INTERNET ACCESS

Adult Patrons are allowed access to the Internet on library owned computers. Patrons under the age of 18 may be allowed Internet access with the approval of a parent or guardian. Patrons using library owned computers to access the Internet will be given a copy of the EODLS Internet Policy and Users Agreement.

Library users who do not live in the System and who do not wish to register for a library card may have Internet access by reading the Internet Policy and User's Agreement. They are allowed the use of a Guest Card.

HOLDS

If an item is not on the shelf, a patron may place a "Hold" on the item. Holds are in effect for 6 months. A patron may chose any branch location to pickup the requested item.

When an item is received and checked in at the requesting library – the patron will be notified and will have 10 days to check out the item.

OVERDUES

Items are considered overdue on the day following the due date. The system will block patrons from checking out until overdues are cleared.

Patrons are mailed their 1st overdue notice 14 days after an item is due.

14 days from the first notice, the 2nd and final notice is sent out.

75 days after the item is overdue the status of the item changes to Lost.

Overdue Videotapes and DVDs are charged a daily fine of \$1.00. Overdue Reference items are charged at \$1.00 a day. If an item is lost a fee will be charged to the patron.

Fines and charges must be paid before new items are checked out. Managers may allow patrons who owe more than \$10 to pay out their charges. Patrons may make arrangements with Library Managers to circulate while fines are being paid.

Patrons who have over \$10.00 in fines, will be blocked from using the library's public computers. Patrons who have an item that is 30 days overdue will be blocked form using the library's computers.

1. **ADULT ITEMS** are charged the acquisitions price or a default price of \$20.00.
2. **JUVENILE BOOKS** are charged the acquisitions price or a default price of \$13.00.
3. **VIDEOS** and **DVDs** are charged the acquisitions price or a default price of \$13.00.
4. **ILL ITEMS** are charged what the lending library charges us, including a processing fee.
5. **PBKS** are charged the acquisitions price or a default price of \$7.00.
6. **PER** are charged the acquisitions price or a default price of \$5.00.
7. **REFERENCE ITEMS** are charged the acquisitions price or a default price of \$50.00.

PATRON TYPES

Adults (A) are allowed:

25 total items to be checked out at one time.

3 videotapes and DVDs to be checked out at one time.

15 audiocassettes, CD's and Play-a-ways to be checked out at one time.

50 holds

A cards expire every 2 years and the address is verified every 180 days.

Adults with Internet (AI) are allowed:

Same as Adults (above) with the addition of...

Access to the Internet and all library databases

Patron receives a copy of the EODLS Internet Policy and User's agreement

Minors are unmarried children under the age of 18 as defined by Oklahoma Statute.

Minors are classed as patron type Y or YI.

Youth (Y) are allowed:

25 total items to be checked out at one time.

3 videotapes and DVD's to be checked out at one time.

12 audiocassettes, CD's and Play-a-ways to be checked out at one time.

50 holds

Minors are classed as Youth or **YI** (see next). Parents must sign the Library Consent form for Minors to be registered.

Y cards expire every 2 years and the address is verified every 180 days.

Youth with Internet (YI) are allowed:

Same as Youth (above) with the addition of...

Access to the Internet and all library databases

Patron **AND** parent receives a copy of the EODLS Internet Policy and User's agreement

Non-Resident Adults (NA) are allowed:

25 total items to be checked out at one time.

3 videotapes and DVD's to be checked out at one time.

2 audiocassettes, CD's and Play-a-ways to be checked out at one time.

50 holds

Non-residents must pay \$10.00 per year for EODLS borrowing privileges.
NA cards expire in 365 days. Their addresses are verified every 180 days.

Non-Resident Adults with Internet (NAI) are allowed:

Same as Non-Resident Adults (above) with the addition of...

Access to the Internet and all library databases

Patron receives a copy of the EODLS Internet Policy and User's agreement

Non-residents must pay \$10.00 per year for EODLS borrowing privileges.

NAI cards expire in 365 days. Their addresses are verified every 180 days.

Non-Resident Youth (NY) are allowed:

Same as Non-Resident Adults (above) with the addition of...

Non-residents must pay \$10.00 per year for EODLS borrowing privileges.

NY cards expire in 365 days. Their addresses are verified every 180 days.

Non-Resident Youth with Internet (NYI) are allowed:

Same as Non-Resident Adults with Internet (above) with the addition of...

Patron **AND** parent receives a copy of the EODLS Internet Policy and User's agreement

Non-residents must pay \$10.00 per year for EODLS borrowing privileges.

NYI cards expire in 365 days. Their addresses are verified every 180 days

Temporary Cards (TC) are allowed:

5 items to be checked out at one time.

3 videotapes and DVD's to be checked out at one time.

3 audiocassettes, CD's and Play-a-ways to be checked out at one time.

10 holds

TC cards expire in 90 days. Their addresses are verified every 90 days.

Temporary Cards with Internet access (TCI) are allowed:

Same as Temporary Cards (above) with the addition of...

Access to the Internet and all library databases

Patron receives a copy of the EODLS Internet Policy and User's agreement.

TC cards expire in 90 days. Their addresses are verified every 90 days.

EASTERN OKLAHOMA DISTRICT LIBRARY SYSTEM

Serving library patrons in Adair, Cherokee, Delaware, McIntosh, Muskogee and Sequoyah counties.

BORROWER REGISTRATION & INTERNET FORM

LAST NAME

FIRST NAME

MIDDLE INITIAL

The Library System is sensitive to the responsibility parents have for raising their children. The Library does not presume to act in *loco parentis*, but supports the role of parents in making decisions regarding their children. The library requires parents or legal guardians to acknowledge responsibility for the use of library cards held by minors (unmarried children under the age of 18 as defined by OK Statute). The child's parent or legal guardian may withdraw the card at any time. Children of any age are welcome to have a library card. Recognizing your right as a parent/guardian to decide what is best for your child, we ask you to decide if your child should have Internet access at the library. Your choice will be added to your child's record and only a parent or guardian may change the privileges for a minor.

PARENT/GUARDIAN'S NAME - IF BORROWER IS UNDER 18

SIGNATURE OF ADULT IF CARD HOLDER IS UNDER 18 _____

MAILING ADDRESS - Verification Required

CITY

STATE

ZIP CODE

E-MAIL ADDRESS WHERE YOU WOULD LIKE LIBRARY INFORMATION SENT

PHONE - WHERE YOU WOULD LIKE TO BE CALLED

PERSONAL IDENTIFICATION # = 4 DIGITS

BIRTH DATE

COUNTY IN WHICH YOU LIVE

WOULD YOU LIKE INTERNET ACCESS? NO YES

Please initial here that you have read the Internet Policy & Internet Users Agreement _____

Privacy is vital to libraries. The information you provided will be used for library purposes only. Occasionally the library sends mailings to our users to inform them of upcoming library events and sometimes to ask for a gift of time or money.

WOULD YOU LIKE TO BE INCLUDED IN THE LIBRARY'S MAILINGS? NO YES

SIGNATURE OF CARD HOLDER _____

The person whose signature appears above, or his/her legal guardian, is responsible for all materials borrowed on this card. The only person who may use this card, for check-out OR computer access, is the person whose signature appears on it.

Permission Release

To be signed by a patron allowing others access to their library information.

Permission Release

OKLAHOMA STATUTE

Section 1-105. Disclosure of records

A. Any library, which is in whole or in part supported by public funds including but not limited to any public, academic, school or special libraries and having records indicating which of its documents or other materials, regardless of format, have been loaned to or used by an identifiable individual or group shall not disclose such records to any person except to:

1. Persons acting within the scope of their duties in the administration of the library;
2. Persons authorized to inspect such records, in writing, by the individual or group; or
3. By order of a court of law.

I am aware of the Oklahoma Statute providing for Disclosure of Library Records.

I am giving access to my library records to the people indicated below. They will have access to my patron information, my holds and the list of items I have checked out.

These people are further authorized to check-out material in my name. I understand that I will be responsible for all items checked out in my name.

This permission does not include access to the internet.

Signature of Patron

Barcode #

People to whom access is being given:

Name

Barcode #

Name

Barcode #

Name

Barcode #