

LAGO VISTA PUBLIC LIBRARY

CIRCULATION POLICY

RECOMMENDED BY LIBRARY ADVISORY

BOARD: OCT. 10, 2022

APPROVED BY CITY COUNCIL: NOV. 3, 2022

The Lago Vista Public Library welcomes everyone to attend Library programs and use on-site Library resources. However, in order to borrow materials a current Lago Vista Public Library account is required. There is no fee for having a Lago Vista Public Library account or card.

This Policy explains the requirements related to registering for a Library account, maintaining an active account, and the Library resources available without having an active Library account.

On-Site Resources Available to Public / No Library Account Required

- Free access to circulation materials while in the Library
- Free use of public computers
- Free Wi-Fi and internet access
- Free access to Library programs such as book clubs, special interest groups and informational programs
- Free access to Children's Storytime and Summer Reading Program
- Access to copier/printer/outgoing-fax services. The cost is determined by the number of pages printed or faxed.

Library Account

1. **Adult Registration.** Patrons 18 years of age and older may register for a Library account and be issued a Library Card. Registration requirements include:
 - Submitting a completed Lago Vista Public Library Membership Registration Form in person at the Library
 - Providing a valid government-issued photo ID such as a Driver's License, passport or military ID with a current address. If the photo ID address is not current, then address verification documentation such as a bank statement, cancelled mail with name and address, imprinted check, rental agreement/receipt, or utility bill is also required.
2. **Minor Child Registration.** Children ages 5 and older are eligible for an individual Library Card associated with their parent/legal guardian's Library account. A parent or legal guardian must sign the Registration Form for their child/teenager.

The adult signing the Registration Form also acknowledges the following:

- Financial responsibility for all materials checked out or used by the child
- Oversight responsibility for all Library materials accessed by the child, either in person or through the Library's online resources

3. **Services Available through Library Account.** The following services are available to patrons with an active Library account:
- Check out books, DVDs, audiobooks, and magazines from the Library's collection
 - Access to their Library account at the Library's website which also allows access to downloadable audiobooks and ebooks as well as other online resources
 - Obtain a TexShare Card which allows the patron access to participating Texas libraries (see the TexShare Policy for more information)
4. **Checking Out Materials.**
- Materials are checked out for a 2-week period
 - Patrons will be contacted by phone, email or text to remind them items are coming due/overdue
 - Limitations:
 - i. Limit of 30 total items may be checked out at once on a Library account
 - ii. Limit of 4 audiobooks checked out on a Library account
 - iii. Limit of 8 DVDs checked out on a Library account
 - An account may be suspended if loaned materials are not returned
5. **Reserve Requests.** A patron may place an item in the Library's collection on Reserve by calling the Library, requesting it in person, or through the patron's online account. Once a Reserved item is available, the patron will be notified. The Library will make 3 attempts to reach the patron to advise them the item is available. If the patron cannot be reached or does not pick up the reserved item within 7 days of notification, the reserved item will be placed back in circulation.
6. **Loaned Material Renewal.** The borrowing period for a checked-out item may be extended 3 times, provided the item is not currently on Reserve by another patron. Renewal requests may be done in person, by phone, or through the Patron's online Library account.
7. **Account Renewal.** Library accounts must be renewed every 3 years. Patrons are notified when their account expires and will be asked to update their Registration Form which will then renew their account. If there are no changes to a patron's account information, the renewal may be done in person, by phone or by e-mail. However, if there has been a change in the account information, patrons are asked to renew in person at the Library.
8. **Account Fees.** There is no fee to have an account or card with the Library. However, patrons are financially responsible for the cost of lost or damaged items checked out to them. Charges for lost or damaged items are determined by the Library.

A patron's account may be blocked if fees for lost or damaged items are not paid.