

Logan Library Policy Manual

These are Logan Library Policies that have been approved by the Logan Library Board of Trustees.

2.00 Library Policies

2.02 Public Services Policy

Logan Library

Approved: 14 June 1988

Updated: 1 January 1994

Updated: September 1999

Updated: 15 May 2001

Updated: January 2002

Updated: November 2012

Updated: April 2013

Updated: 14 April 2015

Updated: 17 September 2018

2.02.01 Eligible Patron Policy

Free use of the resources of the Logan Library will be granted to patrons with an active library card on file at the Logan Library. Access to the library facility and in-house use of the resources will not be restricted to cardholders. Non-card holders, however, must comply with the library rules and regulations if they wish to use the available resources and facilities.

The presentation of an active library card is required to circulate library materials from the library or to access some licensed databases through the Internet. (Under certain criteria, patrons whose accounts are in good standing may be allowed to borrow materials and to utilize the public library computers if they do not have their library card with them. See item E. below for details.) A library card is active if it is used at least once every three years, and has no fees or fines over \$10.00. Any library card that is not used at least once every three years will be considered inactive and is removed from the library patron file approximately one year later unless it has been sent to collections for non-payment of library fines and fees.

All potential library patrons must complete a library application form and must comply with all the requirements in at least one of the following categories before receiving a library card. A patron must be eighteen years of age or older, a

resident of the City of Logan, and present two forms of acceptable identification. One form must have their current Logan address imprinted on it.

A patron under eighteen years of age, but age five or older, who is a resident of the City of Logan, whose parent or guardian agrees to be responsible and co-signs the application, and either the applicant or the parent/guardian presents two forms of acceptable identification.

A patron whose permanent address is outside of Cache County but maintains a temporary residence for at least three months of the year in the City of Logan, is eighteen years of age or older, and presents one form of acceptable identification with his/her permanent address imprinted on it and one form of identification verifying his/her temporary residence.

A library card may be issued in the name of a business when the office of the business resides within the limits of the City of Logan. An active City of Logan business license is required along with one form of identification indicating the name of the authorized employee who is applying for the card in the name of the business.

A library card may be issued to an individual who owns real property located within the limits of the City of Logan. The applicant must show ownership of the property in his/her name and one form of identification verifying the applicant's home address. All members of the immediate family (over age five) of the property owner, living at the same address as the property owner, are each entitled to a library card.

A library card may be sold to a non-resident of the City of Logan at the rate of \$42.00 for 3 months or \$163.00 for 1 year. The applicant must show identification verifying his/her address. All members of the immediate family (over age five) of the purchased card owner, living at the same address as the card owner, are each entitled to a library card. Exceptions to this policy may be made by the director of the library if upon review of the application in question the director can justify the exception in accordance with the general intent of the total Public Services Policy.

Library patrons will be responsible for updating all personal information related to their library patron card (i.e. name changes, address, telephone, etc.) Library patrons are also responsible for reporting to the library if their card ever becomes lost or stolen. Any items charged to the library card prior to it being reported as lost or stolen will remain on the patron's account until the items are returned and all fines and charges are resolved to the satisfaction of the library.

Library patrons (over 18) whose accounts are in good standing and who do not have their library card with them may borrow materials and utilize the public computers under the following criteria:

- They may only charge items to their own account (not another family member's account).
- They must show a government issued form of photo ID of themselves.
- They must verbally confirm their address as shown on their account.
- They must verbally confirm their birthday as shown on their account.

Library patrons under the age of 18 who do not have their cards with them whose accounts are in good standing may borrow materials and utilize the public computers under the following criteria:

- The child must be present.
- They may only charge items to their own account (not another family member's account).
- Their parent or guardian must show the library card or government issued id belonging to the parent.
- The address for the patron must match the parents/legal guardian's address.
- The child or parent must verbally confirm their address as shown on their account.
- The child or parent must verbally confirm their birthday as shown on their account.

2.02.02 Delinquencies, Fines and Other Charges

Updated: 11 August 1993

Updated: 18 April 2000

Updated: 12 June 2007

Updated: 17 September 2018

The patron, who is the library cardholder, is responsible for the care and return of materials checked out from the library. Parents or legal guardians are responsible for materials checked out by minors in their care.

A library card may be sold to a non-resident of the City of Logan at the rate of \$42.00 for 3 months or \$163.00 for 1 year. The applicant must show identification verifying his/her address. All members of the immediate family (over age five) of the purchased card owner, living at the same address as the card owner, are each entitled to a library card.

The library charges overdue fines for materials, which are returned past their due date. Overdue fines for library materials are ten (10) cents per day per item up to the maximum charge of \$5.00 per item with the following exceptions. Overdue fines for interlibrary loan materials are \$1.00 per day per item up to a maximum charge of \$10.00. Overdue fines are not charged for Sundays or for days when the library is officially closed. A patron card will be automatically "blocked" when the amount owed by the patron exceeds \$10.00.

The library is under no obligation to notify patrons of overdue library materials. As a courtesy, however, the library will send electronic or written notices of overdue items to patrons as the time and resources of the library permit.

Patrons are responsible to maintain the library materials they check out of the library in reasonable condition during the time that they have the library materials in their possession. Reasonable condition is defined as normal wear and usage of library materials. Patrons who intentionally write upon, injure, deface, tear, cut, mutilate, destroy, or otherwise damage library materials will be billed for the replacement cost of the item.

If a patron checks out an item and then loses it, or does not return the item within twenty-one (21) days after the date due, they will be billed the replacement cost of the item plus a processing fee of \$2.00. Refunds may be given for lost items that may be found up to one year later by the patron. The processing fee is non-refundable.

A patron who keeps an item until it is more than one month overdue will be subject to legal action from the library to recover the overdue item or the replacement cost of the item. The normal legal procedure the library will use to recover library property will be to refer the patron's account to a collection agency. Any service fee charged to the library by the collection agency will be added to the delinquent patron's amount owed to the library.

2.02.03 Collections

Updated: 1 January 1994 Updated: 17 September 2018

All general items in the collection will be circulated for period of three weeks (21 days) to eligible patrons, unless otherwise noted below.

- The DVD and game collection will be circulated for a period of 1 week (7 days) to eligible patrons.

- The reference and special collection is for in-house use only and will not circulate.
- The special closed collection will be available to patrons by request only and will not circulate.

The number of items that may be circulated at the same time on one library card shall be 50 items total, 25 of which may be DVDs. The director of the library may impose additional restrictions, however, if there is a limited number of resources available or if there is excessive demand being placed on a particular item or collection of items.

Patrons will be allowed to renew items for up to two consecutive times after the initial check-out if no other patrons have requested the item.

2.02.04 Hours of Operation

Updated: 1999

Updated: September 17, 2018

The hours the Logan Library will be open to the public are:

- Monday through Thursday 10:00 A.M. to 9:00 P.M.
- Friday and Saturday 10:00 A.M. to 6:00 P.M.

The library will be closed on the following holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Pioneer Day
- Labor Day
- Veteran's Day
- Thanksgiving Day (including the day after Thanksgiving)
- Christmas Day

Public notice of these days of closure will be provided at least one week in advance.

Holidays falling on Sunday are observed on the following Monday.

- When holidays fall on Friday, Saturday, Sunday, or Monday, the director will determine which day or days to close.
- Such holidays will be New Year's Day, Independence Day, Pioneer Day, Veterans Day and Christmas Day.

Closing the library because of bad weather or other major problems will be the determination of the director.

Other pre-determined days of closure may occur for various reasons (i.e. staff development training, remodeling or construction projects); however, in each such case, the library director will consult with the library board in advance to seek the board's approval of the planned closure.

2.02.05 Privacy of Records

Updated: January 2002

Updated: 17 September 2018

All records, formal and informal, in the Logan Library relating to patron registration and the subsequent circulation by patron of materials provided by the library are to be confidential in nature.

To prevent an unreasonable invasion of privacy, the contents of registration and circulation records shall not be made available to anyone except to the subject of the record, or the parent or guardian of a minor who is the subject of the record or, except under the written order of the library director, such order having been issued pursuant to a proper legal process order, or subpoena under the law.

Upon receipt of any process, order or subpoena, the person named and/or served shall immediately report to and consult with the library director and the legal counsel of the City of Logan to determine if such a process, order of subpoena is proper and in full compliance with proper legal authority. In the event the legal process fails to sufficiently identify or name in specific terms or specifications the records on file in respect to an identified library patron, the request defective and not binding upon the library and its personnel, except under further due process of the law.

Any problems or conditions relating to the privacy of a patron through the records of the Logan Library which are not provided in this policy statement shall be referred to the library director, who, after study and consultation with the library board and/or legal counsel, shall issue a written decision as to whether to heed the request for information.

Note: Policy based on "Policy Confidentiality of Library Records," adopted by the Council of the American Library Association, January 20, 1971; revised July 4, 1975 by the ALA Council, July 2, 1986. Utah Code 63-2-202,302.

2.02.06 Privacy Regarding Use of the Library in General

Approved October 8, 2013

Updated: 17 September 2018

It is not the practice or policy of the Logan Library to track how individual patrons use the library. Any inquiries into whether a particular patron is currently in the library or has been in the library should be referred to library administration (or information desk librarian or designee) for consideration. Any inquiries into a patron's usage of the library must be referred to library administration for consideration.

Library administration will err on the side of privacy of the patron when determining what, if any information to share regarding a patron's use of the library.

Library administration will always strive to cooperate with law enforcement personnel making inquiries; however, law enforcement will be expected and required to follow due process of the law on their part before any private information regarding a patron's use of the library is divulged.

All library employees should feel empowered to use their best judgment to answer questions, cooperate with law enforcement personnel and contact law enforcement if a situation appears to be or obviously is an emergency or places another person(s) in harms-way or imminent danger.