

La Vista Public Library

Policy

Circulation

Updated September 2012

Updated January 2015

Updated March 2016

Updated March 2019

Updated September 2020

Updated March 2023

**Purpose:**

This policy is established to ensure efficient and equitable service to the community of La Vista and to make the best use of limited resources for the library's patrons.

**I. User Privileges**

Within the library, the use of all materials is open to the public. Service will not be denied or abridged because of religious, racial, social, economic, political, or age status. The use of the library or its services may be denied for due cause including, but not limited to, failure to return books or pay fees, destruction of library property, or failure to abide by stated library policies.

Any person who resides within or through business ownership pays property taxes to the City of La Vista or is an employee of the City of La Vista or a member of the La Vista/Papillion Fire Department or a teacher in the La Vista Public School District or a current student, faculty or staff of the Metropolitan Community College may apply for a library card at no charge. Non-residents (those living outside the city limits) may obtain a card by paying a fee as set forth in the City's Master Fee Ordinance.

New patrons requesting a library card will be required to show identification with proof of address at the time of request. Library cards can be issued to all who are 16 years of age and older and minor children ages 5-15 with parental consent.

For military personnel: There is no charge for a library card for military personnel (active) who live in the Sarpy County area. Nonresident military must present military ID.

**II. Hours of Operation**

The library will be open as follows:

Monday - 8:00 a.m. – 9:00 p.m.

Tuesday - 8:00 a.m. – 9:00 p.m.

Wednesday - 8:00 a.m. – 9:00 p.m.

Thursday - 8:00 a.m. – 9:00 p.m.

Friday - 8:00 a.m. – 5:00 p.m.

Saturday - 8:00 a.m. – 5:00 p.m.

Sunday - 1:00 p.m. – 5:00 p.m.

The library will be closed on those days designated by the City as holidays (New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving, the day after Thanksgiving, and Christmas Day).

Under unusual circumstances including inclement weather, emergencies or special events, the library director may extend or limit the hours of operation as deemed necessary for the given situation.

### **III. Circulation Periods**

All borrowers must have a library card/account in order to check out materials, including materials ordered through interlibrary loan. In order to check out materials, all borrowers must present a current La Vista Public Library card or valid picture identification.

- Adult, Teen and Children's Books are checked out for 3 weeks. There is no limit to the number of books checked out with the exception of graphic novels.
- There is a limit of 5 teen graphic novels.
- Paperbacks are checked out for 3 weeks. There is no limit to the number of paperbacks checked out.
- Pamphlet File Materials are checked out for 3 weeks. There is no limit to the number of pamphlets/files checked out.
- Adult New Books are checked out for 2 weeks. There is no limit to the number of new adult books checked out.
- Audio Books & CDs are checked out for 2 weeks. There is no limit to the number of audio books and CDs checked out.
- DVDs are checked out for 7 days. There is a limit of 6 DVDs.
- Board games are checked out for 3 weeks. There is no limit to the number of games checked out.
- Playaway devices are checked out for 3 weeks. There is a limit of 2 Playaways.
- Cake pans are checked out for 2 weeks. There is no limit to the number of cake pans checked out.
- Children and adult kits check out for 3 weeks. There is no limit to the number of children and adult kits checked out.
- Telescope kit checks out for 2 weeks.

Any patron may place an item on hold via our on-line system or by notifying a staff member. Patrons are assigned a hold in the order the request was received. On the day the item is received, the patron is notified by telephone, e-mail or text that the hold is available. If a message is left on a telephone answering machine or on a voice mail account or with any member of the household, the patron is considered to be notified. No written notices will be sent. If a patron has not picked up the item or made contact with the library within three days, the system will then alert the next patron on the list.

All materials may be returned in the outside book drop with the exception of board games, cake pans, and telescope kit which are required to be returned to the circulation

desk or a fee as set forth in the City's Master Fee Ordinance will be issued. The book drop is emptied throughout the day. Upon opening of the library, materials will be assumed to have been returned the previous night.

**Renewals:** Materials can be renewed once by calling the library or going through the online catalog. There are no renewals on items on which someone has placed a hold.

#### **IV. Fees**

A per day fee will be assessed for each item that is overdue until the items are returned to the library as set in the City's Master Fee Ordinance. When the overdue fees on any card reach \$10.00, library privileges may be suspended including checking out materials until the fee is paid down. Overdue fees will not accumulate beyond the replacement cost of the material.

Any person failing to return books or other library materials due to their loss or destruction, or who returns an item which has been damaged beyond the normal wear which might be expected from use, will be assessed a fee as indicated above until notification of such to the library. The person will be charged for the replacement cost of the lost or damaged item as well as a processing fee. Library privileges may be suspended including checking out materials until the replacement fee has been paid and any overdue fees are less than \$10.00.

Notices of overdue materials will be sent out one week after the due date, and two weeks after the due date. Additional notices may be sent out at a later time.

The Library Advisory Board may plan an "Amnesty Day" periodically to promote the return of library materials, forgive accrued overdue fees and encourage reading.

##### **Overdue Fees:**

- Audio Books, CDs: \$0.10 per day
- Board Games, cake pans, telescope: \$0.10 per day
- Books, kits, periodicals: \$0.05 per day
- DVDs, Playaway device: \$1.00 per day

##### **Other Fees:**

- Board Games or Cake Pans not returned to the circulation desk: \$5.00
- Copies
  - \$0.10
  - \$.50 for color copies
- Damaged/Lost Items: \$5.00 processing fee + actual cost
- Fax: \$2.00 up to 5 pages
- Inter-Library Loan: \$3.00 per transaction
- Lamination: 18" machine \$2.00 per foot
- Lamination: 40" machine \$6.00 per foot
- Makerspace consumables: current pricing
- Membership (Non-Resident Family)

- 1 year: \$60.00
- 6 months: \$35.00
- 1 month: \$7.00
- PLA filament: \$.10 per gram
- Seasonal/Special Workshops: \$15.00