

## Circulation Policy

### Borrowing Materials

#### *Library Card Eligibility*

- All residents of the City of Aledo; Parker County, Texas; or Aledo ISD, at least eleven (11) years old with:
  - Valid photo ID issued by the government or a student's school;
  - Proof of current address; and
  - If not a Parker County resident, proof of Aledo ISD zoning, work, or attendance.
- Children ages six (6) to ten (10) of current Library cardholders, with card-holding parent or guardian present.

#### *Requirements for Active Borrowing Privileges (Aledo Public Library ["Library"] items)*

- Must have own valid, non-expired
  - Library card from the Library
  - Library card from another member of the Parker County Library Association (PCLA):
    - Azle Memorial Library,
    - Boyce Ditto Public Library in Mineral Wells,
    - Springtown Public Library, or
    - Weatherford Public Library; or
  - TexShare card from a participating Texas library, activated according to the Library's TexShare Policy.
- Any outstanding fines may not exceed \$5.00. (**\$0.00 balance for TexShare accounts.**)
- May not exceed borrowed item limits. (**Also no overdue items for TexShare accounts.**)
- Must not be currently excluded from Library privileges due to prohibited behaviors.

#### *Loan Periods (Aledo Public Library items – PCLA accounts)*

- Books — up to fifteen (15) books for two (2) weeks
- DVDs — up to four (4) DVDs for two (2) weeks
- North Texas Libraries on the Go (Libby) — up to three (3) items for two (2) weeks

#### *Loan Periods (Aledo Public Library items - TexShare accounts)*

- Print Books — up to five (5) books for two (2) weeks, excluding newly added and reference books
- DVDs and Audiobooks — not available
- North Texas Libraries on the Go (Libby) — not available

Out of courtesy to other Library patrons, please return items early when possible. If you are not sure how to return an item early in Libby, please ask staff.

### *Loan Renewals (Library items)*

- Non-renewable items:
  - Added within two (2) months; or
  - Requested by another patron.
- Eligible physical materials often renew automatically a few days before their due date (check the automated email or text to see whether any items were unable to be renewed), or patrons may renew Library items up to twice in the following manners:
  - In person;
  - By phone; or
  - Online with library card and PIN.
- Items in Libby may sometimes be renewed.; If you are unsure how, please ask Library staff for help

### *Use of other PCLA locations*

Patrons may use their Aledo Public Library card directly at all PCLA locations except the Weatherford Public Library. Please note that different locations may have different borrowing policies and fee structures. Patrons may also place most items on hold to request they be sent from another location to the Library to borrow more conveniently. Patrons may return borrowed materials to any PCLA location.

### *Hold Requests*

Hold requests allow us to pull available items from our shelves, transfer eligible physical items from other PCLA locations to the Library, or put patrons in line to receive an item that is currently checked out to another patron. Patrons can place and manage holds online, in person, or by phone. Patrons can also suspend a hold temporarily if they do not want it fulfilled before a certain date—for example, while they are out of town.

An item being sent from another PCLA location to the Library will display a “shipped” status in the patron’s account once the owning library has pulled it from their shelves. The courier then picks up and delivers materials between PCLA libraries on Tuesday and Thursday afternoons. A “shipped” hold may take several courier days to reach the Library, depending on route location. Once a requested item has arrived at the Library and is ready to borrow, the status in the patron’s account will change to “held” and the PCLA system will send an automated notification to the contact information specified in the patron’s account.

Held items are kept safely behind the front desk for at least three (3) days before being returned to their home location for re-shelving. Patrons should ask staff for assistance to retrieve held items. Staff are also happy to help place or manage holds, or to confirm the method and contact information used for automated notifications to patrons.

Certain items, such as books added in the last two (2) months and reference materials, may be ineligible for hold requests. The Library system also limits the number of simultaneous holds a patron may have.

Patrons may place and suspend hold requests in Libby for eBooks and audiobooks that are currently in use by other patrons. If patrons have registered library cards from multiple library systems in the Libby app, the app should automatically suggest the line with the shortest anticipated wait time.

## Fines and Fees

Patrons should be considerate of other Library patrons and return physical or electronic items when finished with them. The Library charges fines and fees to offset its costs and to encourage responsible use of Library materials. Borrowing privileges will be blocked automatically for an account with outstanding fines over \$5.00. Patrons should speak to Library staff if they need assistance with any charges on their account, as staff may be able to find a solution to provide continued access to Library resources.

Patrons should safeguard their Library card and not permit others to use it. The registered cardholder will be held responsible for any fines or fees incurred on items borrowed on that account, even if a friend or relative is at fault. In the case of children under the age of eighteen (18), the parent or legal guardian is ultimately responsible for any fines or fees accrued. In the event a patron loses their physical Library card, the patron should request a replacement.

The Library accepts cash, money orders, and personal checks; debit/credit cards are also accepted but incur a small processing fee. For any bounced checks, the Library will add a service charge to the amount owed.

### *Replacement Library Cards*

In most cases the Library will replace a lost Library card for free to safeguard the security of a patron's account. The Library reserves the right to charge \$1.00 per card after the third replacement.

### *Late Items*

- Fines are charged to a patron account when an overdue item is renewed or returned. For items owned by the Library, this charge accrues as follows:
  - Books — \$0.25 per item for each day late
  - DVDs — \$1 per item for each day late
- The maximum late item charge is the lower of \$10 or the replacement cost of the item.
- Libby does not charge overdue fines—items cannot be kept past the due date.

### *Lost or Damaged Items*

- Items that are overdue by ninety (90) days or more will be presumed lost.
- For items that are unable to circulate due to loss or damage, the patron will be charged a \$5.00 processing fee and must either:
  - Pay a fine equal to the Library's recorded replacement cost of item, or

- Bring in a replacement copy in excellent shape (with prior Library staff approval).
- For damaged items that can be repaired or returned to circulation, the Library reserves the right to charge a partial damage fee based on the extent of the damage.

### *Disputed Items*

When a Library patron claims they either never checked out, or already returned, an item identified on their account as “overdue,” Library staff will check the shelves and book return bins for the item. The patron is expected to continue looking in their home, vehicle, DVD player, or other locations where the item might be. If the item still has not been found within ninety (90) days, the patron will be responsible for the item in accordance with the “Lost or Damaged Items” policy above. At the discretion of the Library Director, however, the replacement costs and/or any overdue fines may be waived for disputed items.

### *Computer Printing and Photocopies*

- Black and white: \$0.15 per page
- Color: \$0.50 per page
- For jobs that use significant amounts of toner, the Library reserves the right to charge per side rather than per page.

### *3D Printing*

3D Printing restrictions and fees are both subject to change as the Library evaluates community demand versus capacity as well as the material, equipment, electricity, and staffing costs.

- Filament Use: \$0.10/gram
- Print Time: \$0.25/15min – first thirty (30) minutes/job is free

Fees for 3D printing jobs associated with a Library program may be waived at staff’s discretion.

3D Printing jobs must be approved by Library staff, use Library provided filament (type and color selection subject to availability), and be completed during operating hours. Staff reserve the right to set a maximum printing time for each job.