



# Circulation Policy Kuna Library District

In order to make materials accessible to patrons as needed, the Kuna Library has adopted the following circulation policy.

## ELIGIBILITY FOR A CARD

### ▪ Documentation

- To be eligible for a Kuna Library District (KLD) card, applicants must provide **photo identification** and **proof of residency** in the form of either:
  - A current driver's license
  - Business Ownership
  - Property Ownership
  - A form of photo I.D. along with printed material showing the applicant's name and address. This can include—but is not limited to—canceled mail, personal checks, pay stubs, bills, insurance statements, or renter's agreements, military identification.
- Visitors living in the KLD boundaries for less than a month do not qualify as residents and are not eligible for a Kuna Library card

### ▪ Age

- Only persons **18 years of age or older** may sign for a card.
- Children under 18 years of age may be issued a card if the parent, or guardian and child are present during the registration process and provide the required identification. A parent or legal guardian's signature and driver's license number or alternate I.D. will be on the card application.

### ▪ Residency

- Residents living in the Kuna Library District boundaries, which are the same as the Kuna School District boundaries, are eligible for a free library card.
  - Those living outside the KLD service area may purchase a non-resident card.
  - A non-resident card will cost \$50.00 and this price may be adjusted annually.
  - A bi-annual card may be issued, with a prorated fee.
  - Non-resident seniors (60 years of age or older) may purchase a card at a reduced rate, for \$25.00 per year, or may be issued a bi-annual card with a prorated fee.
  - Patrons are required to pay for **only one Non-Resident fee per family**, while each family member may have their own card under that one fee.

- A family is defined as a patron, the patron's spouse and their minor children. Any other adults that may be living in the household must pay a separate non-resident fee to receive a card (including grandparents and children over 18 years of age).
- Non-resident Kuna School district teachers and administrators may obtain a Kuna Library District card at no additional cost.

## **LOAN POLICIES**

### **▪ Checkout limits per card**

- A KLD card holder may check out up to:
  - 100 items at any one time
  - DVD's are limited to 3 at any one time
  - Hotspots are limited to 1 per household

### **▪ Checkout loan periods**

- Most DVD's are checked out for 1 week.
- DVD's with a 4-day loan sticker are checked out for 4 days only.
- Books and all other items are checked out for 2 weeks.
- Games are checked out for 1 week.
- Hotspots are checked out for 1 week.
- Items may be renewed one time if there are no reserves on the item.

### **▪ Fees**

- Overdue fees for KLD owned items are:
  - 0.50 per day for DVDs and video games
  - \$0.10 per day on all other items
  - \$5.00 per day for hotspots
  - A lost or damaged item resulting in the replacement of item will be assessed a replacement cost plus a \$5.00 processing fee.
- Accounts with non-returned or damaged items with accumulated charges of \$45.00 or more will be turned over to a collection agency after 60 days. Items returned by the patron but still in collections will be disposed of after 3 months.
- Patrons who present an NSF check will be charged a returned check fee of \$20.00 plus the amount written on the check. These fees will be added to the patron account and must be paid before loan privileges will be extended. In addition, patrons may lose this payment option and be restricted to using cash or cashier's check as payment on the account.

## **TERMS OF PROPER CARD USE**

- Responsibility for items checked out on a card falls to the account holder (or his/her legal guardian)
- Patrons must report lost/stolen cards immediately.
- There is a \$2.00 replacement fee for lost cards.