



# 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/digital image showing the applicant's name and address. This can include—but is not limited to—canceled mail, personal checks, pay stubs, bills, insurance statements, renter's agreements, or military identification.

#### ▪ Age

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

#### ▪ 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.
    - An annual non-resident card will cost \$50.00
  - 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 significant other 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. Proof of employment is required.

## **LOAN POLICIES**

### **▪ Checkout limits per card**

- A KLD card holder may check out up to:
  - 100 items at any one time
  - DVDs are limited to 3 per household
  - Hotspots are limited to 1 per household
  - Video games are limited to 2 per household
  - Kits are limited to 1 per household

### **▪ Checkout loan periods**

- Most DVDs/Blu-rays are checked out for 1 week.
- DVDs/Blu-rays with a 4-day loan sticker are checked out for 4 days.
- 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.

### **▪ Auto-Renewal**

- All items are eligible for 1 auto-renewal if there are no holds on that item, excluding hotspots.

### **▪ Fees**

- 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 (lost) items with accumulated charges (cost of replacement and \$5 processing fee per item) of \$10.00 or more will be turned over to a collection agency after 60 days. Library account will be blocked until collection agency account is cleared.
- Accounts with damaged items with accumulated charges (cost of replacement and \$5 processing fee per item) of \$10.00 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. Library account will be blocked until collection agency account is cleared.
- 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 library privileges are reinstated. 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.

\*\*Items borrowed from LYNX! Member Libraries are subject to permissions and fees set by the owning library.

**PASSED AND APPROVED** by the Chairperson of the Kuna Library District, Idaho, this 19<sup>th</sup> day of May, 2020.

KUNA LIBRARY DISTRICT  
Board of Trustees

\_\_\_\_\_  
Chairperson

ATTEST:

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District Clerk