Circulation

Policy
Borrowing materials from the Irving Public Library is a service and a privilege extended by the City of Irving to facilitate the use of its library books and other materials.

The purpose of these circulation policies is to insure that the use of the materials outside the library is handled fairly and equitably, providing reasonable protection and inventory control for the items.

The Director of Libraries is authorized to promulgate and enforce such rules, procedures, and limitations as may be necessary for the protection of this City's library property, as well as for the widest and best use of the materials. This includes limiting by type, subject, format, quantity, and time the materials may be circulated. The Library is also authorized to establish rules, procedures, and parameters for the provision of borrower registration privileges, library card use, and the renewal of privileges.

The Library is authorized to develop and provide alternative circulation services (e.g. for homebound/disabled and corporate/business usage). The Library is further authorized to develop such rules and procedures as may be necessary to implement these alternative services.

Registration and Borrower Cards

- Borrowing privileges are obtained through registration and receipt of a valid library card at the Irving Public Library.
- Borrowing privileges are available to all persons residing within the geographical service area designated by the Irving Public Library.
- Privileges may also be made available to those who reside outside the designated geographical service area.
- Qualified individuals may register for a library card by presenting positive identification, verification of current address, and a permanent address in the case of a temporary resident. The individual must be present at the time of registration (unless rules for alternative services apply). Use of fraudulent information in registering for a library card for the purpose of defrauding the Library will result in a denial of Library privileges and prosecution under Section 20.8 of the City Code (Appendix A).
- By registering for a library card and the associated privileges, the individual agrees to abide by all policies and rules of the library and acknowledges responsibility for all items checked out on the card including reasonable care and protection from damage. By use of the library card the customer agrees to pay for any lost or damaged materials checked out on the card, as well as any fees assessed on the account. The customer also agrees to promptly notify the library if the card is lost or stolen.
- Individuals who have attained the age of sixteen (16) are considered by the City to be adult as to Library usage and may, therefore, assume the responsibilities that accompany the obtaining of a library card. (This does not relieve the parent/guardian of any obligations incurred by their minor child, as defined by and under the laws of the State of Texas.)
- Individuals younger than sixteen (16) must be present and accompanied by a parent or legal guardian to register for a library card. The parent or legal guardian must present the required positive identification and verification of address set by the library and qualifies as a borrower in good standing with the library. The parent accepts legal responsibility for the child's use of the
library and all materials checked out on the child's card, including charges for lost or damaged materials or any library fees assessed on the account.

- Library cards are issued for a designated period of time and may be renewed for successive periods upon confirmation of current address, phone number, and other information as required by the library. The Library reserves the right to verify identity and confirm customer information at any time.
- Replacements for lost or stolen cards may be obtained upon verification of identification and upon payment of the current card replacement fee.
- The borrower's card remains the property of the City of Irving and borrowing privileges may be suspended or revoked if the borrower flagrantly or habitually violates the Library rules and policies.

**Circulation of Materials**

- The Director of Libraries or designated staff is authorized to determine what materials are available for circulation outside the library facilities, as well as various restrictions including, but not limited to, the length of loan periods and quantities that each type of material may circulate.
- Borrowers holding a valid card must present their own card at the time they wish to check out materials; however, a family member or designated individual is permitted to check out materials on another member's card if they have possession of that card. Positive identification may be requested for verification purposes.
- Borrowers in good standing regarding overdue items and whose accounts are clear of monetary charges or other restrictions will be permitted to check out materials for the time specified for those materials. The Library reserves the right to recall materials from the borrower at any time as necessary to protect City library property or fulfill the widest and best use of the materials.

**Overdue or Delinquent Materials**

- It is in the interest of all users of the library that borrowers return materials within the time limits set by the library. The Library will make reasonable effort and utilize the available legal measures to insure that materials are returned to the library in a timely fashion so that other users may have access to them.
- The Library will utilize phone calls, e-mail, standard postal notices or other means to inform borrowers of overdue materials. The Library will use the services of a collection agency for purposes of recovering the materials or their replacement value and associated fees. It will also utilize Section 20-6 of City Ordinance No. 5628 - Failure to return borrowed materials. (Appendix A).
- Borrowers with overdue materials, fees, or charges on their cards will not be considered to be in good standing as regards borrowing privileges and other library privileges offered by the library.

**Hold and Renewal Requests**

- The Library permits borrowers to place hold requests on certain designated types of materials if the item is unavailable at the desired time and location. The Library will attempt to notify the borrower when the item becomes available, allowing a designated number of days for pick up of the item. The Library will strive to insure that the process of hold requests is administered fairly and equitably.
- The Library permits borrowers to renew the checkout of items for a limited number of times to extend the due date for additional use of the material. In order to renew an item the borrower's account must be in good standing regarding overdue materials and must have no
outstanding fees, charges, or other restrictions. Renewal is not allowed for an item which has an associated hold request.

Replacement of Lost and Damaged Materials

- Materials lost while checked out to borrowers must be paid for, along with the current processing fee, in order for borrowing privileges to remain valid. On a case by case basis, the Library will consider accepting an exact replacement copy or a substitute item of similar substance and value in lieu of payment for a lost or damaged item; however, processing fees still apply. The Library has final authority to determine the acceptability of the replacement or substitute item.
- Library materials that are returned in a damaged condition are evaluated according to current library guidelines. Minor damage may be repaired so that the material may continue to be used. Heavily damaged materials may be withdrawn from the collection.
- Fees for such damaged or lost materials are assessed by the library in accordance with the agreement associated with registration for a library card. The Library's current fee schedule is utilized in determining charge amounts for lost or damaged materials. In addition, the borrower may be charged the current processing fee per item.
- Refunds may be requested for lost materials which are found and returned in good condition along with the original payment receipt within sixty (60) days of payment. Processing fees are non-refundable. There will be no refunds for requests made after sixty days of payment. No refunds are issued without the original receipt.

Prohibition from Selling Damaged Library Materials

The Irving Public Library cannot allow customers to retain damaged materials for which payment has been made. These items must remain City property until being disposed of in accordance with the provisions of the Code of Civil and Criminal Ordinance for the City of Irving. The Library may dispose of damaged materials in the following manner:

Section 16-14 (C) Sale of obsolete, excess or damaged library materials

- Upon determination by the Director of Libraries with the concurrence of the City Manager or the designee of the City Manager, that certain library materials are obsolete, excess, or damaged said materials may be transferred to an organization selected by the City Council for the purpose of selling said materials to raise funds which proceeds shall be expended solely on behalf of the Irving Public Library System enhancements including special library projects. For the purposes of this subsection, materials or library materials shall mean printed works, audio-visual and electronic recordings, puzzles and games, and other materials included in the library's collection.
- The Irving City Council has designated the Friends of the Irving Public Library as the ONLY recipient of discarded library materials. The Friends of the Library hold book sales throughout the year to raise funds for the library.
- Therefore, by Council directive, the library may not sell library materials to individuals. The fee paid as a result of damage to an item is meant to help purchase a replacement item. The fee is not payment to purchase the damaged item.
- Should library books prove to be inappropriate for the Friends book sales due to damage or other reason, the only other method of disposal is covered by the following provision of the same city ordinance:
**Section 16-15 (A) Sale of Personal Property**

- All sales of personal property which has become obsolete and unusable shall, except as specifically provided in this article, be based whenever possible on competitive bids and sold to the highest responsible bidder after due notice inviting proposals.
- In this section, personal property refers to all City property other than buildings and real estate. This includes all library materials: books, recordings, videos, etc.
- The City implements this ordinance by holding auctions three to four times per year. Prior to each auction, the City places an official notice in the local newspaper. Additional information may be obtained from the City of Irving Purchasing Department.
- The Library is authorized to establish such rules and procedures as are needed to carry out this policy.

**Regulations: Disclaimer on Unauthorized Materials and Information**
The Library will make reasonable effort to insure that unauthorized materials and information are not left on Library property or inserted into books, periodicals, and recordings. However, the Library will not be held liable or responsible should such instances occur.

*Updated: 7/22/2019*