

IRVING PUBLIC LIBRARY CIRCULATION POLICY

Policy

Borrowing materials from the Irving Public Library System 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 ensure that the use of the materials outside the Library is handled fairly and equitably and to provide reasonable protection for the items.

The Director of Libraries is authorized to create and enforce such rules, procedures, and limitations as may be necessary for the protection of the 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 and privileges, library card use, and the renewal of privileges.

The Library is authorized to vary circulation procedures policies at any time based on the unique needs of special user groups.

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. Other individuals may be able to obtain these privileges at no cost as well. The variety of library card privileges can be found here. (<https://www.cityofirving.org/1841/Card-Types>)

Qualified individuals may register for a library card by presenting an official form of 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.

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 younger than eighteen 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 identification and verification of address set by the library and be or become 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 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.

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 or identification 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. 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 ensure that materials are returned to the library in a timely fashion so that other users may have access to them.

The Library will use the services of a collection agency for purposes of recovering the materials or their replacement value and associated fees.

Borrowers with overdue materials, fees, or charges on their cards will not be in good standing in regard to borrowing privileges and other library services.

Hold and Renewal Requests

The Library permits borrowers to place hold requests on certain designated types of materials. The Library will strive to ensure 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 holds request.

Lost and Damaged Materials

Materials lost while checked out to borrowers must be paid for, along with the current processing fee,

for borrowing privileges to remain valid or to be reinstated. On a case-by-case basis, the Library will consider accepting a replacement copy, 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. Borrowers will be charged for Library materials that are returned too damaged to be lent to another patron. Borrowers may be charged a repair fee according to current guidelines if staff time or materials are required to return the material to loanable condition.

Fees for 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 and collection agency fees are non-refundable.

Prohibition from Selling Damaged Library Materials

The Irving Public Library System 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 Charter and the Code of Civil and Criminal Ordinances of the City of Irving.

Per Chapter 16 of the Code of Civil and Criminal Ordinances of the City of Irving, the Library may not directly sell Library materials to individuals; the only third party allowed to accept material from the Irving Public Library System is the Friends of the Irving Library, authorized by City Council Resolution No. 5-20-99-231. 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.

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.

Updated on March 28, 2022.