

Gretna Public Library Circulation Policy

Revised and Approved May 5, 2008
Gretna Library Board

Purpose:

This policy is established to ensure efficient and equitable service to the community of Gretna and to make the best use of limited resources for the library's patrons.

I. User Privileges

Within the library, the use of all materials and computers is free and open to all. Service will not be denied or abridged because of religious, racial, social, economic, political or age status. The use of the library or its services may be denied for due cause including, but not limited to, failure to return books or pay penalties, destruction of library property, or failure to abide by stated library policies.

Any person of any age who resides within or through business ownership pays property taxes to the City of Gretna or is an employee of the City of Gretna or a teacher in the Gretna Public School District may apply for a library card at no charge. Non-residents (those living outside the city limits) may obtain a card by paying a fee as set forth in the Financial Policy. Business, School Faculty and City Employees will be issued a single family card at no charge while additional cards to family members will be charged the non-resident 'additional card' fee as stated in the Financial Policy. The Board reserves the right to waive the non-resident fee as appropriate (e.g. for the residents of the Silver Ridge assisted living facility).

New patrons requesting cards will be required to show identification with proof of address and telephone number at the time of request. Children age 17 or younger requesting a library card must be accompanied by a parent or guardian.

Patrons will be permitted to check out materials without actually showing a card as long as their account is current and can be computer-searched by name and address.

II. Hours of Operation

The library will be open as follows:

Monday	10 a.m. - 6 p.m.
Tuesday	10 a.m. - 8 p.m.
Wednesday	10 a.m. - 8 p.m.
Thursday	10 a.m. - 8 p.m.
Friday	10 a.m. - 6 p.m.
Saturday	10 a.m. - 2 p.m.

The library will be closed on Sundays and on those days designated by the City as holidays (New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas Day). Under unusual circumstances including inclement weather, emergencies or special events, the library director or other designated employee may extend or limit the hours of operation as deemed necessary for the given situation.

III. Circulation Periods

All borrowers must have a library card/account in order to check out materials, including materials ordered through interlibrary loan.

Books and audiotapes will be issued for a three-week period. Videos, Periodicals and Story Stow Bags circulate for a one-week period. All materials, except for periodicals and Story Stow Bags, can be renewed for two additional loan periods at the discretion of the librarian. At any time, no more than three videos and no more than 35 of any combination of items may be checked out on one card. Reference materials and newspapers are for in-library use only.

The librarians will use their discretion in creating special due dates for return of materials for schools, other libraries and patrons in special need of extended due dates.

Any patron may place an item on hold via our on-line system or by notifying a librarian. Patrons are assigned a hold in the order the request was received. On the day the item is received, the patron is notified by telephone or e-mail that the hold is available. If a message is left on a telephone answering machine or with any member of the household, the patron is considered to be notified. No written notices will be sent. If a patron has not picked up the book or made contact with the library within one week, the librarian may notify the next patron on the list.

All materials, with the exception of the Story Stow Bags, may be returned in the outside book drop. The book drop is emptied twice each day at the beginning and end of business and materials will be assumed to have been returned the previous night.

IV. Fines

A per day fine will be assessed for each item that is overdue until the items are returned to the library as set in the Financial Policy. When the fines on any card reach \$15.00, no materials may be checked out until the fine is paid down. Fines will not accumulate beyond the replacement cost of the material.

Any person failing to return books or other library materials due to their loss or destruction, or who returns a book which has been damaged beyond the normal wear which might be expected from use, will be assessed a fine as indicated above until notification of such to the library. In addition to the accrued fine, which is not to exceed \$5.00, the person will be charged for the replacement cost of the lost or damaged item.

Notices of overdue materials will be sent out periodically.

Library privileges may be suspended at the discretion of the librarian until all fines are paid and all overdue materials returned.

The Library Board of Trustees may schedule an "Amnesty Day" periodically to promote the return of library materials and forgive accrued fines.

**GRETNA PUBLIC LIBRARY
FINANCIAL POLICY**

Revised and Approved May 5, 2008
Gretna Library Board

Purpose:

It is appropriate to establish fees for certain library services to ensure that no segment of the community bear an inequitable portion of the cost of operating the library.

Non-resident fees allow use of the library to those outside the city limits who would not otherwise contribute to the library through taxes.

Fines are established to discourage patrons from putting an undue burden on the resources of the library by making items unavailable to other patrons for lengths of time contrary to the fair limit established by the library circulation policy. A higher fine is established for videos and story stow bags to discourage long-term checkout of a high-demand, limited-supply item.

Miscellaneous fees for services including Replacement Cards, Birthday Club, and Interlibrary loan are established due to their nature as being beneficial to the individuals who desire those services, but without benefit to the community as a whole. Charges for use of the copy machine, FAX machine, and computer printouts are established to cover ink and paper costs.

NebrasKard fees are not assessed in order to encourage patron participation and as the service is provided by cooperating libraries with support from the Nebraska Library Commission.

The following fees have been determined to be fair and reasonable:

Non-Resident Fee (Family).....	\$40.00
Additional or Replacement Card.....	\$5.00
Birthday Club.....	\$15.00
Copier or Computer Printouts.....	\$.10/page B&W
.....	\$1.00/page Color
FAX (local)	\$.10/page
FAX (long distance).....	\$1.00/page
Interlibrary Loan	\$3.00/per item

Fines Per Item

Books/Audios/Magazines.....	\$0.05/per day
Videos and Story Stows.....	\$1.00/ per day
Story Stow in drop box.....	\$5.00

