

Riverside County Library System

CIRCULATION POLICY

I. Library Cards

To check out materials, each library customer must have a valid, barcoded library card. There is no charge for the initial library card. There is a \$1.00 fee for replacing a lost, stolen, or damaged card. Library cards are non-transferable.

II. Loan Periods (in days)

Reference	0
Adult/juvenile fiction	14
Adult/juvenile non-fiction	14
Videos / DVDs	14
Sound recordings (compact discs, cassettes, Bks on CD, Bks on Tape, Playaways)	14
New Reader, Literacy	90
Shut-Ins	45
All other material not listed above	14

III. Special Limits

First time borrowers may check out a maximum of two items. When those items have been returned and their borrower registration is completed, the borrower may then check out a maximum of 30 items.

Certain items may be set for no renewals and non-request.

IV. Renewals

All circulating print items and sound recordings may be renewed for four loan periods providing there is no hold placed on an item by another customer. DVDs and videos may not be renewed.

V. Fines

Fines are calculated on the number of days that the library is open. No fines are charged for materials lost in natural disasters (fire, flood, death) with an accompanying insurance, police or fire report.

\$.25 per item per day overdue for circulating adult materials

\$.10 per item per day overdue for circulating juvenile materials

\$.25 per item per day overdue for Playaways, videocassettes and DVDs

Maximum per item fine is \$5.00 for adult materials; \$3.00 for children's materials

Non-circulating items if a special loan has been allowed; per day \$5.00 with a maximum fine of \$25.00

VI. Overdues

RCLS sends an overdue notice to the customer 14-20 days after the item is due. A bill is sent to the customer at 28-34 days after the item is due with no account activity. At this point the item(s) are set to lost status. 14 days after RCLS bill is sent, a \$5.00 referral fee is added to account when forwarded to Unique National Collections for recovery of the material and its fines or the cost of the material and the fines or if the overdue is \$25.00 or more.

Day after item(s) is due	Status
14-20	RCLS sends overdue notice
28-34	RCLS sends bill; item set to lost status
42-48	RCLS refers account to Unique Collection Agency material goes to billed status, \$5.00 referral fee is assessed
120-151	After Unique receives account, then Credit Rating may be affected

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REGISTRATION POLICY

I. APPLICATION FOR A LIBRARY CARD

It is the goal of the Riverside County Library System to “provide and protect access...to published materials.” A library card allows use of many of these materials outside the library building. Any person of any age may apply for a library card at any Riverside County Library. A card is issued if the person has acceptable identification and there is no database record stating they currently possess a library card from the Inland Library Network.

RCLS participates in universal borrowing, which, by the California Library Services Act means “the extension by a public library of its direct loan privileges to the eligible borrowers of all other public libraries.” RCLS will issue a free card to residents of jurisdictions which support a free public library if they present the required ID. Those persons whose residence is outside the state of California must pay a fee card.

II. IDENTIFICATION REQUIRED FOR A LIBRARY CARD

In order to determine that the person does not possess an RCLS card, first check all ID numbers in Borrowers Services for any duplicate entries. After it has been verified that the person does not currently possess a library card, the following ID must be presented:

1. Juvenile (defined as a person under the age of 18)
The address, ID and signature of the parent or guardian on the application constitute identification.

Please note:

- **Parents need not be present for juveniles to get library cards, provided that the form is signed by a parent.**
- **Persons ages 16 & 17 may sign own library card with proper identification.**

2. Adult (defined as a person age 18 or older)
Identification (who they are) and verification of address are to be presented before issuing a new library card. Adults identifying themselves as students must verify a second address in addition to and other than their school residence address.
This address can be the parent’s home address.

3. Out-of-state residents are required to pay for a visitors (fee) card unless they can show proof of a permanent second home (not business) in California.

4. Shut-in customers can call or write the Library or send a friend or relative to pick up an application and reader profile form.

Please note:

In lieu of a driver's license or identification card, customers may bring **two** pieces of information which establish their name and mailing address, including, but not limited to the following:

Identification

Medicare card
Military ID
Student ID
Passport
Voter registration card
Learner's permit
(Driver's License)

Verification

Utility bill received within the past 30 days
Personal mail (with cancelled postmark)
received within the past 30 days
Rental agreement
Personalized checks (checkbook)

Without identification listed above or two pieces of information to establish their name and mailing address, no library card will be issued; no library materials are to be checked out by the customer. PO Box is acceptable.

No library card is required to check out Braille Institute materials.

With identification listed above, the customer (or staff person) fills out the application. Applications (not yet barcoded) may be taken outside the library to be filled out and returned, in person, by the applicant.

Please note:

- The information on the verifying document (driver's license, consulate card, etc.) and the information on the library card application **MUST** match. If there is an error in the D.L. number, for instance, staff should either correct the number and have the customer initial the correction, or ask that another form be filled out.
- Staff should never shred the application form before finishing the full registration.

III. LIBRARY CARD USE

Once the registration information has been entered the card is handed to the new borrower to sign. If a child is unable to sign, the parent or guardian may sign for them. The staff person then explains the first time item limit, circulation periods and system-wide card use. The cards are non-transferable, and it is the customer's responsibility to monitor the use of his or her own card. The card must be presented each time materials are checked out, a courtesy lookup of one (1) time with proper identification.

IV. REPLACEMENT CARD

If a card is reported lost or stolen, or it is damaged, a fee is charged for its replacement.

Identification must be presented before an adult replacement card can be issued. A juvenile replacement library card will be issued immediately if the youth is accompanied by a parent or legal guardian and ID is presented. If the youth is not accompanied by a parent or legal guardian then the juvenile application must be taken home to be filled out completely including ID number. Juvenile application must be on file when replacing a library card.

A shut-in card is kept at the library from which it was issued.

Last revision: December 27, 2011