



Circulation Policy

This policy governs borrowing and using library materials and participation in library activities. By applying for a library account the customer agrees to abide by all library policies and procedures.

Eligible Borrowers

Generally, persons eligible to borrow and use library materials and services include the following:

- a. Residents of the library district;
- b. Non-residents of the library district who pay ad valorem property taxes within the library district;
- c. Residents of the area included within the Northeast Kansas Library System (NEKLS).
- d. Students and staff of any accredited educational institution within the library district while they maintain student or staff status; and
- e. State legislators and their immediate families.

Non-residents of the library district not listed above may be permitted to borrow and use library materials and services as prescribed by the library board of trustees.

Eligible borrowers and users of library materials and services under age 18 are required to provide the name and address of a responsible adult at the time of making application for a library account.

Borrowing of Materials

To ensure the most equitable use of library resources, the library administration will establish guidelines to implement this policy including but not limited to borrowing periods, limiting the number of items that may be borrowed, time limits on the use of library computers, use of borrowers' library accounts, and charges for loss or damage to library materials, equipment and facilities. Customers under 17 years of age are not allowed to request or borrow R-rated films without the presence of a parent or guardian to provide permission.

Misuse of library accounts by not returning or damaging library materials may result in the loss of access privileges.

Customer registration and circulation records are exempt from the Kansas Open Records Law (K.S.A. 45-221 (23)). All customer account information will be used only for legitimate library purposes. Disclosure will be limited to the individual account holder and in the case of minors,



the responsible adult listed on the account. Any other release of information will be limited to those situations required by law.

Responsibility of Customers

Customers are expected to responsibly manage their library accounts. Customers are responsible for all items checked out on their account.

In the case of lost cards, customers will be held responsible for all items checked out on their account up until the time the card is reported lost.

Customers will be assessed fees for overdue or lost items **as determined by library administration.**

Unpaid fees assessed to customers will be pursued for collection through library notices and/or a collection agency.

Library privileges may be denied to customers who fail to abide by the rules and regulations of the library.

Library fees assessed to customers which have aged beyond the legal date for collection will be written off per accounting best practices throughout the year.

Library accounts showing no library usage for a three-year period will be deleted.

Library customers whose accounts were deleted are eligible to establish a new account by following the Eligible Borrowers portion of this policy.

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Board of Trustees
Topeka and Shawnee County Public Library

Questions about this policy? We encourage your feedback in person, by telephone at (785) 580-4400, or at tscpl.org/contact.