

**Nassau County Public Library System
Circulation Policy**

LIBRARY CARD APPLICATION:

To obtain a library card without charge you must be a permanent resident of the state of Florida. You are also eligible for a card if you own property or a business in Nassau County. Proof of residence, or property ownership, is required at the time of application. The most common proof accepted is either a current Florida Drivers License or voter's identification. Other acceptable forms of identification include: a current rent receipt, checks with imprinted address, personal piece of mail with current postmark, etc...

Lost or stolen cards should be reported to the library immediately for your own protection. A fee of \$2.00 is charged for replacement cards. Each library card has a unique number, if a new card is issued; the old card number becomes invalid.

NON-RESIDENT BORROWING:

~~If you reside in the state of Florida for LESS than six (6) months of the year, and you do not own property in the state, you may be issued a temporary card. There is a non-refundable fee of \$40 for the temporary card, which is valid for one (1) year from the date of application. You must show proof of residence for the temporary card as well at the time of application. Acceptable forms of proof include: rent receipt, resort ID card, campground or mobile park receipt, etc.~~

~~The temporary resident has the same borrowing privileges as the permanent resident. The temporary resident that visits the state of Florida frequently may pay this fee up to one (1) year in advance so their privileges do not expire during any two (2) year period. The expiration date on the card will be adjusted accordingly.~~

~~If you are not a resident of the state of Florida you may also obtain a borrowers card by paying a yearly fee of \$40. This card may be used by the entire family, and may also be paid up to one (1) year in advance to allow for continuous usage.~~

~~Children under-17 and under who attend school in Nassau County, but who do not live in Nassau County, may be issued a card without fee for one (1) year at a time. Proof of school enrollment will be required at time of card application.~~

OUT OF STATE RESIDENTS:

~~If you are not a resident of the state of Florida you may also obtain a borrowers card by paying a yearly fee of \$40. This card may be used by the entire family, and may also be paid up to one (1) years in advance to allow for continuous usage.~~

CHECKING OUT MATERIALS:

Videos and DVD's are checked out for ONE (1) week, a limit of 5 per card.

All other materials are checked out for ~~THREE (3)~~ TWO (2) weeks.

There is a limit of ~~fifty (50)~~ twenty-five (25) items per card, providing there are no fines on the borrowers card at the time of check out.

Materials may be renewed ~~for an unlimited number of~~ three (3) times, providing that no other person is waiting for the material. Renewals may be done over the phone, in person, or online through the automated catalog.

To borrow library materials you will need to present your library card. If you do not have your library card with you at the time of check out, you will be asked to show appropriate identification before a staff member checks out materials to you. If this happens on more than ~~two (2)~~ one (1) occasions, you will be asked if you have lost your card and we will issue you a new card for the replacement charge of \$2.

RESERVING MATERIALS:

Materials may be placed on reserve as the material is ordered. A reserved item will be held for you for seven days, after which time the item will be placed back on the shelf or given to the next person on the reserve list whichever is the case.

Patrons requesting materials not already purchased may request these materials from Interlibrary Loan. A patron may also recommend the library purchase an item by using the library's request for materials form. A limit of four (4) items may be requested at one time.

FINES & FEES:

\$0.20 per day each for all items overdue that circulate for ~~three~~ two weeks

\$1.00 per day for all items overdue that circulate for one week

\$1.00 per day will be charged for each interlibrary loan (ILL) item overdue

\$1.00 per day will be charged for each piece of equipment overdue

*Maximum fine for all print materials is the replacement cost of the item.

*Maximum fine for all video tapes and DVD's is \$25 if the item is returned without damage within three months. After three (3) months the fine for the item is the replacement cost of the video tape or DVD.

*There is no maximum fine for ILL materials.

*There is no maximum fine for equipment.

There is a \$2.00 charge for the replacement of lost library cards.

When a patron owes ~~\$10.00 or more in~~ fines or fees, their borrowing privileges will be restricted until account is cleared.

LOST & DAMAGED MATERIALS:

Full replacement value will be charged on all lost or damaged materials. Full replacement value is determined in the following manner:

The original purchase price of item, located on the MARC record.

If no price is given on the record, then the current price as found ~~in Books in Print (BIP)~~ on Amazon.com if the material is still in print.

If the material is no longer available in print, then the following scale will apply:

- \$6.00 for all paperback materials
- \$17 for all children's hard cover materials
- \$20 25 for all videos and books on tape *BD*
- \$25 for adult fiction hard cover books, ~~or books on tape~~
- \$40 for adult hard cover non-fiction books ~~or video~~
- \$60 for all books on CD and Playaways

Replacement cost for each magazine issue is \$5.00 per issue

Replacement cost for each damaged video, audio or DVD case or audio album is ~~\$4.00~~ \$6.00

Charge for removing the pink band on ILL materials is \$2.00

Missing or damaged barcodes and mylar is \$2.00

Missing battery is \$1.00

There is no refund for a lost item that has already been paid for.

The following items may be purchased for convenience:

Battery (for Playaway)	\$1.00
Lanyards	\$1.00
Ear buds	\$1.50
Audio cable	\$6.00
Car adapter	\$26.00



Floyd Vanzant Barry V. Holloway
Chairman, Nassau County Commissioners

4-13-09
Date: ~~October 13, 2004~~ 3/1/09

Effective Date: ~~November 1, 2004~~ May 11, 2009

ATTESTATION: ONLY TO AUTHENTICITY AS TO
CHAIRMAN'S SIGNATURE:



JOHN A. CRAWFORD, EX-OFFICIO CLERK

BAK 4/16/09