

HCLS Circulation Guidelines

Revised January 17, 2019

All members agree to the guidelines as a standard unified method in order to better assist our patrons and to better assist with all procedures between all HCLS member libraries.

1. A patron may have one primary card for physical materials and multiple e-cards for electronic resources such as E-Books. The multiple accounts must be linked in the TLC system.
2. All TLC Libraries must follow a circulation standardized borrower information input which allows for easier and faster access to the borrower's account. (Please refer to the HCLS Agreement for Circulation Borrower Information Input Handout)
3. It is up to each individual library to charge a fee for replacement cards.
4. Patrons will not be allowed to check out library materials due to fines \$3.00 and up in any member library.
5. Each library will require that the patron have a clear account before transferring ownership to another library.
6. Libraries receiving courtesy returns shall check the item in so that the patron will not accrue any fines on its way back to the owning library. If the item is damaged the patron must turn it in at owning library. If material was dropped off in the book drop the receiving library should attach a note with patron information to owning library once the item is checked in.
7. It is up to each individual library to loan or not loan Audio/Visual material.
8. New books and best sellers may or may not be loaned as ILLs according to the lending library's policy.
9. In-house popular titles such as *Stories That Must Not Die*, *ASVAB*, *GED*, *GRE* and summer reading list books may or may not be loaned out as ILLs. (Titles may differ for each library).
10. Books may be renewed by other TLC member libraries so long as the patron's account is not over the fine threshold of \$3.00.
11. Each library has its own renewal limit for library materials. The circulating library **will respect** the renewal limit of the owning library and advise the patron to contact the owning library if they wish to keep library material for an extended period of time.
12. Children's accounts should be attached to the parent or responsible adult borrower record making them the responsible party. Does not apply to e-Cards.
13. Library cards must be renewed/updated once a year.
14. TLC member libraries may renew each other's borrowers as long as the account is in good standing and when valid identification (accepted by the home library) and

proof of address are provided. If the borrower does not have the required documentation, then the account may be extended for one month out of courtesy.

15. Intra-Library Loan items that are damaged by an HCLS patron are to be charged directly to the patron's TLC account and not to the borrowing library.

16. If Intra-library Loan items are lost in transit by courier service being used, the owning library will not charge the borrowing library for the loss.

I agree to these rules & policies

3/5/19
Library


Director