

# Alva Public Library

504 7<sup>th</sup> St. Alva, OK 73717 • 580-327-1833

## Borrowing and Use Policy

### Borrowing

Library cards with borrowing privileges are available free of charge to the residents of Alva and Woods County. No registration fee is charged for those individuals that attend school, live, work or own property in Woods County. Persons who do not qualify for a library account may apply for a nonresident library account for a fee of \$5.00 per household. The account entitles any member of the family to borrowing privileges for twelve months.

Applicants wanting a library account must apply in person. Accounts will be issued to children after they reach the age of six or are attending school. Applicants under the age of sixteen must have a parent or guardian sign the request for borrowing privileges acknowledging responsibility for library materials checked out by the child.

### Loan Periods

- Books, Periodicals and CDS: checkout is for 14 days; - librarian has the discretion to extend check out times due to individual circumstances
- DVDs (limit 4 per customer/family): checkout for 14 days; - librarian has the discretion to extend check out time due to individual circumstances
- Items can be renewed if they are not on reserve.
- Telephone renewals will be accepted.
- Patrons can renew items using Gabby, an automated texting system available through the library's checkout system.

Alva Public Library is a fine free library. In the event that an item in the collection is not returned, damaged or lost, the replacement costs of the material will be charged to the patron. The patron has the choice to replace the material or pay for the cost of replacing the material.

Items are considered lost on the 28<sup>th</sup> day overdue and the patron will be billed replacement fees for the items at that point. If the issue is not resolved by the 42<sup>nd</sup> day overdue an additional \$10.00 fee will be assessed to help cover the cost of pursuing collection action and the cost of processing the replacement materials. The library account will be blocked from any digital services including OverDrive and Libby, the online book/audio book and magazine sites paid for by the library. Use of library computers will also be restricted until materials are returned or replaced.

## **Interlibrary Loan**

Alva Public Library has the ability to *Interlibrary Loan* materials that are not part of the library's collection. Patrons may request specific titles or information on the requested topic. There is a \$3.00 per book fee for this service to help cover postage. To borrow items through the interlibrary loan process, the patron must have an account with the Alva Public Library, have established a good return record, and not have any overdue materials. Fines may be assessed for late returns of *Interlibrary loan* materials which are not part of the Alva Public Library collection but belong to the lending library. The checkout time for ILL materials is set by the lending library and is usually a 30 day check out. The fee scale regarding overdue ILL items is \$1.00 a day with a grace period of 4 days. Items returned on the fifth day incur overdue fines for the full five days.