

POLICY: CIRCULATION OF MATERIALS

The Yorktown Public Library has established policies that facilitate the borrowing of library materials for use outside of the library building. A patron must present a valid borrower’s card in order to remove library materials from the building. The person presenting a valid borrower’s card is assumed to have the authority to use that card unless it has been reported lost or stolen.

- Library Cards are free and issued to residents of DeWitt County.
- Any out of county residents will be required to give a \$25.00 deposit
- A driver license or other photo ID with current address is required for verification of residency. We may also give consideration if a utility bill or rental lease.
- A parent or guardian signature is required for all patrons under the age of 16

Library materials will be loaned to anyone holding a valid library card for the loan period established by Yorktown Public Library. Materials that are not returned by the due date will be subject to fines, as established by the schedule approved by Yorktown Public Library. (See Policy Recovery of Overdue Materials)

- Borrowing privileges will be revoked by the library director or his or her designee if the circulation policy is abused. Abuse of the circulation policy includes failure to return materials on time, failure to pay fines that exceed the threshold established by Yorktown Public Library or intentionally damaging materials.
- Disputed claims, such as materials that are claimed returned but have not cleared from the patron record or items that a patron claims not to have borrowed, will be accepted and removed from the patron record no more than twice a year. Fines and records of overdue materials are maintained for a minimum of seven years and are subject to the library’s policy on “Fees and Recovery of Overdue Materials.”

Approved by City of Yorktown on _____, 2016.

Signature of responsible representative

Approved by Yorktown Public Library Advisory Board

_____ on _____, 2016.
Signature of representative