

## **Circulation Policy**

### **Application for Library Card**

- Borrowing privileges are free to anyone upon completion of the application for a library card from the Dvoracek Memorial Library. Cards will be mailed to the patrons after processing.
  - Anyone under the age of 16 who is applying for a library card must have a parent's signature on the application. A parent will need to provide a form of identification and return with the issued library card as proof of residency.
  - Check out of materials may be done without presenting a library card if staff is able to verify the patron's identity and their name is in the library's patron database.
  - New library card applications will have a limit of 3 items per family member until the permanent library card is presented. On following visits there is no limit, however the member is responsible for all materials borrowed.
  - NebrasKard is a statewide program that encourages Nebraska libraries to participate in reciprocal borrowing between libraries. Patrons in good standing may request a NebrasKard sticker for their library card for use at participating libraries in the state.
  - The library patron is asked to inform the library of any change of address and/or phone information and to please notify the library if they are moving from the area.
  - Signature on the application indicates that the patron agrees to abide by the policies and rules of conduct of the Dvoracek Memorial Library.

### **Library Card Classifications Include:**

- Resident – citizens of Wilber residing within the city limits.
- Non-resident – persons residing outside the City of Wilber, in the surrounding rural areas, in Saline County or Clatonia
- Day Care – for local day care providers
- Care Center – Wilber Care Center
- Teachers – for teachers in the Wilber-Clatonia School district and surrounding areas

### **Confidentiality of Library Records**

- State law stipulates confidentiality of library records, i.e. Law 84-412.05, "Records which may be withheld from the public", states that "The following records, unless publicly disclosed in an open court, open administrative proceeding or open meeting or disclosed by a public entity pursuant to its duties, may be withheld from the public by the lawful custodian of the records:...  
(11) Records or portions of records kept by a publicly funded library which, when examined with or without other records, revealed the identity of any library patron using the library's materials or services.
- Staff will not divulge any patron's address, phone numbers, reading preferences or history to any other person other than an officer of the law in the performance of this of her duties unless requested to do so by the patron in writing or in person.
- It is the policy of the Dvoracek Memorial Library to maintain complete confidentiality of all library records.

**Loans and Reserves:**

- Length of loans on materials are two weeks.
- Each card may have up to 15 items checked out at a time. Exceptions can be made by library staff as needed.
- Reserves may be placed on all circulating items. The patron placing the hold will be notified by text or phone call when item is available. Items will be held for one week after notification.
- Return of library materials to the Dvoracek Memorial Library can be done during regular library hours. A drive-up drop box and a drop slot by the front door are available for afterhours returns.
- Renewal of library materials may be done in person, phone or email. Exceptions to this would be if the item is on hold for another person or the item is an inter-library loan by another lending library. Items still checked out on their due date will be automatically renewed twice, if allowed.
- Book Club packets are available upon request from the Nebraska Library system for local use up to one month.
- Interlibrary loan is available for books not available in the Dvoracek Memorial Library collection. There is a \$3.50 fee that must be paid before interlibrary loan item can be checked out. It is up to the lending library as to how long the book may be kept out on loan.

**Overdue and Lost Items**

- Patrons with items overdue for six weeks or more may be restricted from checking out additional library materials.
- Replacement of lost and/or damaged items is the responsibility of the patron who last had the item checked out. Patrons may either replace the lost and/or damaged items with the same title in the same format or pay for the replacement of the items.
- Failure to return library materials is theft of city property.

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This policy is issued by the Library Board of Trustees and is subject to periodic review and/or revision at the sole discretion of the Board. Appeals must be submitted to the Board in writing.

Reviewed and Revised by the Library Board of Trustees.....3/13/2025