

## General Use Policy of the Jerome Public Library

**Mission Statement:** Jerome Public Library strives to enrich lives, inspire ideas, promote lifelong learning and celebrate our community.

**Statement of Belief:** The Jerome Public Library strives to offer excellent library services to all without discrimination. It is our belief that the library offers a multitude of resources to our community and it is in this that we can be considered the heartbeat of the community.

### **Hours of Operation:**

Monday - Thursday	9:00 A.M. – 7:00 P.M.
Friday & Saturday	10:00 A.M. – 5:00 P.M.
Sunday	Closed

### **Facilities:**

Bicycle Rack – Located in the front of the library. Bike locks are available for checkout.

Book Drop – There is a book drop located on the front west side of the building.

Pets – No pets are allowed in the Library except for service animals.

Tobacco, Alcohol or Controlled substances – There will be no smoking, vaping, alcohol or illegal drugs use permitted in the library.

Restrooms –Public restrooms with handicap accessibility are available for use by patrons.

Telephone – The library phone is a business phone and not for public use except in an emergency as determined by the Library Director or staff on duty.

Checks – Checks are taken in payment for fines and fees only in the exact amount of the charge due.

Credit/Debit Cards – This type of payment is accepted for amounts over \$1.

Copy Machine –Copy services are available at 15¢ a sheet plus tax for black/white and 50¢ plus tax for color copies.

Scanner – The library staff can scan and email documents at no charge.

Fax Machine – The library staff offers faxing services to the public. The charge is \$1.00 per sheet plus tax for up to 10 sheets and 50¢ per sheet plus tax for additional sheets after the first 10. The charge to the public is to send as well as to receive a fax.

### **Circulation Rules, Regulations and Procedures**

1. All patrons must have a completed registration file in the circulation system before any material is loaned. Persons over 18 years of age must show proof of residence. This must include picture identification with current address. If address on picture ID is not current, a rent receipt, utility bill, etc. may be provided as long as name is available for cross checking.
2. Persons living outside Jerome city limits and not paying city taxes shall pay \$40.00 household fee annually for a library card, effective the day the fee is paid. All members of the family shall be grouped under one patron account.

3. Adults may check out an unlimited number of items, while children with family cards are limited to 8 items each. All patrons must check out materials on their own account.
4. Parents are responsible for fines or items checked out to minor children.
5. Student cards are available, regardless of address, for students who attend schools located within the City limits of Jerome with permission from parents or guardians. There is no charge for a student card. Documentation from the school, such as student ID or letter on school letterhead, is required. Those with student cards are limited to 4 items each. Parents are responsible for all fines or items checked out to minor children. Student privileges are denied for fines exceeding \$5.00. Check outs are limited to physical items only. Digital content may be accessed through the school's Sora app.
6. Temporary digital access cards can be issued to minors aged 13-17. These cards are valid for 30 days. With permission from a parent or guardian, the digital access card will become valid for 1 year. Digital access cards allow patrons to check out electronic materials, access electronic databases and use library computers.
7. Teachers who do not reside in the City of Jerome may request an Educator card with the rural fee waived. Educator cards are for certified teachers only, not classroom aides or teacher assistants. Educator cards are for the teacher only, not family members. Check outs are limited to physical items only. Digital content may be accessed through the school's Sora app. For full Libby access to digital content, educators must pay a \$40.00 nonresident fee.
8. Senior citizens (age 65+) who do not reside in the City of Jerome may request a library card with the rural fee waived. The spouse of a senior citizen residing in the same household may also request a library card with the rural fee waived. Check outs are limited to physical items only. Those wanting to check out digital content must pay a \$40.00 nonresident fee. Other family members under age 65 residing in the same household as the non-resident senior citizen must pay the rural fee for library cards.
9. Fines for individuals or family groups are capped at \$10.00.
10. Patron privileges shall be blocked for persons or family groups with fines or overdue item fees amounting to \$10.00. Patron privileges will be reinstated after items are returned and/or fines are less than \$10.00. Parents are responsible for fines or items checked out to minor children.
11. Items are assumed lost after 3 months. Borrowers will be fined the cost of the item plus a \$3.00 processing fee per item.
12. Fines are 15 cents per day for books and magazines, 25 cents per day for CDs, and DVDs, and \$2.00 per day for library hotspots. Items checked out using inter-library loan services are fined at 50 cents per day. No fines are charged on Sundays or holidays.
13. All materials are checked out for a 3-week period. The exceptions are: DVDs, magazines, CDs, games and hotspots which are checked out for 1 week. Adults may check out up to 15 DVDs and CDs at one time, 1 literacy kit and 1 hotspot.
14. No purchase of books will be made for any individual or group.

15. All magazines will be retained on a circulation shelf for a period of 3 months, after which they will be removed and placed on the free magazine table.
16. Reference items are available for in-library use only.
17. Patrons carrying packages, backpacks, skateboards, scooters or briefcases may be asked to check them at the desk. This is at the discretion of the library staff.
18. Skateboards – (City ordinance 920) No person may use or operate roller skates, rollerblades, or a skateboard on the public streets or public sidewalks in a central business district. A violation of this chapter shall be deemed a misdemeanor.
19. Donations – All donations will be accepted with the understanding that only those useful in this collection will be retained. The library reserves the right to dispose of all donated items in whatever way is most appropriate. Gifts will be treated the same as a donation.
20. The library may not be used for any personal business for profit.
21. Community and nonprofit events may be posted on the library bulletin board.
22. The Library Director and staff shall have the authority to evict any person or persons for any disturbances or loitering.
23. No person may leave catalogs or materials for their own personal business or gain at the library.
24. Children age 6 and under may not be left unattended at the library without a responsible person present. If a child 12 and under is still in the library at closing time, without a ride, the library staff will wait 15 minutes and then the Police Department will be notified.
25. It is the responsibility of all staff members to treat with courteous consideration and confidentiality every request for library materials, but to respectfully refuse to divulge any information about who has checked out, has been reading, or has placed reserves on any library materials.

**HOLDS** – A patron may place a hold on any item. Library staff will notify the patron when the item is available. After the patron is notified, the item will be held in the holds drawer for 5 business days. If the patron has not picked up the item by the end of the fifth business day, it will be placed back in circulation or the next patron on the list will be called.

**INTERLIBRARY LOAN** – Items not in this library or in the LIBRI consortium can be obtained through an interlibrary loan.

**LIBRARY CARD REPLACEMENT** – The fee for replacement of a lost library card is \$3.00. Worn or damaged library cards are replaced at no charge upon presentation of the worn/damaged card.

**COMPUTERS** – The Library has computers for public use at no cost. The Internet is available on these computers. All users must abide by the Internet Use Policy. Printouts made from these stations are 15 cents per page plus tax for black and white or 50 cents per page plus tax for color. Minors with library cards must have an Internet Use Policy signed by a parent or guardian. Minors without cards must have a parent or guardian with them to use the Internet. Children may use specified computers without internet access to play games.

Abuse or mistreatment of any machines in the library will result in the loss of machine privileges. Financial restitution may also be required.

RENEWALS – Patrons may renew their items in person, over the phone or online. Renewable items have a limit of 1 renewal. Material on hold will not to be renewed.

FOOD – Food and drinks are not allowed at the Public Access Computer stations.

Approved by the Jerome Public Library Board of Trustees, dated 3/12/2008.

Revised 5/10/2011, 10/11/2011, 3/13/2012, 5/8/2012, 10/9/12, 3/12/13, 9/10/13, 10/10/2017, 2/13/2018, 12/10/2019, 2/9/2021. Revised and adopted at a public meeting March 8, 2022.