



CIRCULATION AND BORROWING POLICY

REGISTRATION REQUIREMENTS

Library cards are renewed every year without additional fees, provided the library card holder continues to reside within the jurisdictional boundaries of Maricopa County and is a patron in good standing.

Individuals residing beyond the jurisdictional boundaries of Maricopa County and owning no property within the jurisdictional boundaries of Maricopa County, may purchase a non-resident card for the price of \$15 for one month, \$25 for 2 months, \$30 for 3 months or \$40 for a year. Payment of non-resident cards is due at renewal.

Registrants 18 years of age and older, wishing to access a borrower's card, renew an expired borrower's card, or replace a lost card, must bring with them one form of identification, at least one of which bears their identification and current address. These forms of identification include, but are not limited to, driver's license, utility bills, mail, or voter's registration card.

Children under the age of 18 may use the proof of residency provided by their parent.

ELIGIBILITY TO BORROW

Individuals presenting valid borrower's cards issued by the Desert Foothills Library are eligible to borrow materials from the Library when the following conditions are met:

1. No materials which are more than 3 weeks overdue on their account.
2. No total outstanding fines in excess of \$10 have accrued to their account.
3. No materials borrowed for them from another library (i.e.; MAX/Interlibrary Loan) are overdue in any amount.

The patron may request and receive a 24-hour hold on the item(s) he or she wishes to check out to allow the patron to correct the situation which has resulted in loss of eligibility to borrow.

LENGTH OF LOANS

The Desert Foothills Library circulates materials in a variety of formats including books, magazines, audiobooks, technology devices and Library of Things. The following terms of loan are applicable as indicated:

	Length of Loan	# Allowed	# of Renewals
Books (inc. audiobooks)	3 weeks	unlimited	3 (automatic when no holds)
Magazines	3 weeks	unlimited	3 (automatic when no holds)
Technology Devices	3 weeks	1 per patron	up to 3 – request made at desk with device in hand
Library of Things	3 weeks	1 per patron	up to 3

Blu-ray/DVD's	3 weeks	unlimited	3 (automatic when no holds)
Culture Pass	1 week	1 per household at a time and 2 max per month	No renewal

LOST AND/OR DAMAGED MATERIALS

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses or damages any library material. In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items.

INTERLIBRARY LOAN

When patrons want material that is not available at Desert Foothills Library, we may ask other libraries to provide it. Materials borrowed through interlibrary loan have a circulation period determined by the lending library, not Desert Foothills Library. There is a \$5.00 postage fee. It is crucial that materials borrowed through interlibrary loan be returned in a timely manner to Desert Foothills Library. Habitual failure to do so may result in individual loss of borrowing privileges. Common practice among loaning libraries is to not permit renewals.

MAX INN-REACH LOAN

When patrons want books that are not available at Desert Foothills Library, we may ask other libraries to provide it. Books are borrowed throughout a collaboration of libraries in Maricopa County. The borrowing periods through MAX is determined by Desert Foothills Library, which is a three-week period. It is crucial that books borrowed through MAX be returned in a timely manner to Desert Foothills Library. Habitual failure to do so may result in individual loss of borrowing privileges. There are no renewals allowed for books checked out through MAX.

HOLDS

Patrons may reserve materials which are not immediately available for patron use but are in the collection of Desert Foothills Library. When the reserved materials are available to the patron who has placed the reserve, the library will notify the patron according to the method selected in a patron's account. The specific title of the material will not be stated to anyone other than the library patron who placed the reserve. The material will be held at the library for a period of one week.

CONFIDENTIALITY OF RECORDS

Desert Foothills Library abides by the Arizona Revised Statute (ARS) 41-151.22 also known as the Privacy of User Records Statue which states that the records of patron transactions and the identity of registered library patrons is confidential material. Desert Foothills Library does not make available the records of patron or their transactions to any party except in compliance with the law.

COPIES AND PRINTING

Fees

Copies: \$.25 per black and white page side and \$.75 per colored page side. If enlargement or reduction is required by the patron, the per page fee applies to each step in that process. Enlargement and reduction is not an exact science and may take several pages.

Computer printouts: \$.25 per black and white page side and \$.75 per colored page side. This fee applies to all material printed by library printers including, but not limited to, Internet downloads, personal work, and graphics.

LOST AND/OR DAMAGED MATERIALS

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses or damages any library material. In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items. Desert Foothills Library will use current retail pricing for all replacements. The library will not accept purchased replacement items in lieu of the payment. Materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by the lending agency. Materials borrowed through MAX which are lost or damaged will incur a \$20 fee regardless of the original cost. Materials borrowed through Interlibrary loans which are lost or damaged will incur a fee according to the borrowing library. The library will not accept purchased replacement items for lost or damaged Interlibrary/MAX Loans.