

## Circulation Policy

### Mid-Mississippi Regional Library System

#### Purpose

The Mid-Mississippi Regional Library System strives to provide access to a wide variety of resources for our community to our customers in a fair and equitable manner. This policy exists to outline the rules for borrowing materials from our thirteen branch locations.

#### Eligibility and Registration

To be eligible to receive an MMRLS Library Card, individuals must be a resident of Attala, Holmes, Leake, Montgomery, or Winston Counties or an adjoining county in Mississippi and provide proof of identity and residency. Individuals must complete a registration form to obtain a library card. There are separate registration forms for adults (aged 18 and over) and minors (aged 5 - 17).

#### Proof of Identity and Residency

Below are examples of acceptable proofs of identity and residency. MMRLS staff members will evaluate all other proofs on a case-by-case basis when these proofs are unavailable.

Identity	Residency
<ul style="list-style-type: none"><li>• Government-issued photo I.D.</li><li>• Passport</li><li>• Social Security card (when the previous two documents are unavailable)</li></ul>	<ul style="list-style-type: none"><li>• Government-issued photo I.D.</li><li>• Utility bill</li><li>• Paystub</li><li>• Bank statement</li><li>• Letter from Social Security, Medicare, or another government entity</li><li>• Address verification from a 911 office</li><li>• Valid lease agreement</li></ul>

Customers will be provided with a four-digit PIN during registration. Customers may also select their preferred PIN. This number will give the customer access to the library's public access computers, online catalog, app, e-books (patrons ages 18 and over) and digital library. After registration, library staff will only provide information concerning the PIN to the account owner after verifying the customer's identity.

To complete the registration process, account owners or responsible adults must sign the registration form to indicate that they accept responsibility for all items checked out on the account and agree to follow MMRLS policies.

#### Account Changes, Lost or Stolen Cards, Expired Accounts

A \$2.00 fee will be charged to the customer for a replacement library card. The customer should notify the library if their card is lost or stolen. Cardholders should also inform the library of any change of address or other contact information (e.g., email, phone number). Cardholder accounts

expire after three years. Customers may renew an expired card by visiting or contacting an MMRLS branch location and verifying that all information on their account is correct.

### **Mississippi Library Partnership**

MMRLS is a proud member of the Mississippi Library Partnership (MLP), a resource-sharing partnership between public and academic libraries throughout Mississippi administered by Mississippi State University. All MMRLS libraries honor the library card of MLP member libraries for the lending of circulating materials. Customers may only have one library card within the partnership, except those with a student or teacher card at a member academic library. Materials borrowed from MLP member libraries outside of MMRLS are subject to fines, fees, and policies as determined by the owning library. For more information about the partnership and relevant policies, visit <https://www.library.msstate.edu/mlp>.

### **Types of Library Cards**

#### **Adult Library Card**

- Individuals aged 18 or over who reside within the MMRLS five-county area or an adjoining county with acceptable proof of identity and residency may obtain an adult library card.

#### **Juvenile Library Card**

- Children aged 5 – 17 may receive a juvenile library card. A responsible adult aged 18 or over with a valid library card must complete the minor's registration card and agree to accept responsibility for the account. The responsible adult will receive the "MMRLS Responsible Adult Information" form and indicate that they agree with it and take responsibility for the minor's account. The minor must be present to receive a library card. Note: juvenile account holders cannot access the library system's e-book services due to Mississippi Code § 39-3-25.

#### **Institutional Card**

- MMRLS offers an institutional library card to provide outreach services to organizations such as nursing homes, daycares, and schools. Organizations with an institutional library card will have unlimited checkouts and holds. All MMRLS material, regardless of item type, will have a four-week checkout period for those with an institutional card. Card holders will also receive a \$100.00 yearly forgiveness limit for lost or damaged MMRLS items.

#### **Homebound Customers**

- Homebound customers within the MMRLS service area may be eligible for home delivery subject to library staff and resource availability. Contact your local branch location for more information.

#### **Friends of the Library Card**

- Members of MMRLS Friends of the Library organizations will receive a specially designed card and member benefits, including half-price copy/print/fax services. For more information, visit your local branch location or: <https://midmisslib.com/friends/>.

## Borrowing Materials

To borrow physical materials from the library, customers must have no overdue materials or outstanding fees on their account. Customers are expected to present their library card to check out materials.

## Borrowing Limits and Loan Periods

A customer may check out a total of 50 physical items on their library card at one time. The checkout of digital materials such as e-books and e-audiobooks do not count towards the 50-item limit. Individual item type checkout limits are defined below:

Item type	Maximum Limit	Loan Period	Renewals Allowed	Holds Allowed
Book	50	2 weeks	3	10
New Book	10	2 weeks	1	10
DVD and Blu-ray Sets	15	1 week	3	10
New DVD and Blu-ray Sets	10	1 week	0	10
Audiobook Sets	15	2 weeks	1	10
Hoopla: e-books, comics, e-audiobooks	8 total items per month	3 weeks	N/A	N/A
Hoopla: music	8 total items per month	1 week	N/A	N/A
Hoopla: movies & television	8 total items per month	3 days	N/A	N/A
cloudLibrary: e-books & e-audiobooks	2	2 weeks	N/A	4

Each physical item checked out is counted towards the circulation limit. For example, a DVD set containing five discs will count as five items toward the circulation limit. The availability of other items for circulation, including newspapers and magazines, some reference materials, and audio-visual equipment, is dependent on the decision of the library branch manager or system executive director and may require a deposit. Please inquire at the library circulation desk for more information.

Circulated items may be returned to any MMRLS or MLP branch location. Audio and video materials must be returned inside the library or in a media drop (available at select MMRLS locations). Audio or video materials returned in a book drop may result in damage to the materials and a charge to the customer's account.

## Circulation of New Materials

Circulation and holds on newly purchased books, DVDs, and Blu-rays will be limited to the patrons registered at the purchasing branch for a period of 90 days.

## **Lending Proxy**

Customers can provide written permission for two people to act as their proxy or designee for checking out material in their absence. Please inquire at the library circulation desk for more information.

## **Holds and Interlibrary Loan**

A hold is a customer request for an item to be held for checkout. Library staff can place a hold on an item, and customers may place holds through the library's online catalog or mobile app using their library card and PIN. If an item isn't available through any MMRLS or MLP location, customers may complete a material request form so that library staff may attempt to locate the item at another Mississippi library using an interlibrary loan.

Holds are filled on a first-come, first-served basis. MMRLS is unable to provide an exact arrival date for a hold. Once the requested material arrives at the customer's designated pickup branch and is available for checkout, the customer will be notified via phone or email. Holds are kept at the selected pickup library for one week from notification. Holds for new books will only be retained for three days. Materials must be checked out with the card used to place the hold.

Holds may not be placed on items such as new books not owned by the customer's home library, reference items, or other specially designated items. Customers are restricted to the total number of holds listed in the circulation policy's borrowing limits and loan periods section.

## **Renewals**

Most MMRLS materials may be renewed three times automatically by the automation system. Exceptions include those listed in the circulation policy's borrowing limits and loan periods section. Checked-out materials may also be renewed in person, over the phone, or online. Items may not be renewed if:

- Item is on hold for another patron
- Item has exceeded renewal limit
- Library card is blocked due to account fees in excess of \$5.00
- Library card privilege is expired

## **Overdue, Lost, and Damaged Items**

MMRLS materials are not subject to overdue fines. Customers with overdue items will need to return those items before checking out additional items or using other library services. Items overdue for 35 days or more will have a replacement cost for that item charged to the patron's account. If the item is returned after this time in good condition, the charge will be waived. MMRLS customers who check out items owned by MLP member libraries or through interlibrary loan may still be charged late fees on those items depending on the policy of the owning library. For more information, see the MMRLS Fines and Fees Policy.

MMRLS staff members will determine replacement costs for lost MMRLS materials based on the current market price of the item from reputable sellers. A processing fee of \$1.00 may also be added to the replacement cost.

Customers who return items that show damage that significantly affects the readability or presentation of the book may be billed for the replacement cost of the item. Customers who return items with minor damage that does not significantly affect the book's readability, but does affect the book's presentation, may be charged a damage fee. MMRLS does not accept new or used copies of an item from a customer in the place of payment for lost or damaged items. Damage and replacement fees for items owned by other library systems will be determined based on the owning library's policy.

Customers will not be billed for lost or damaged MMRLS items in the case of an "act of providence" such as a theft, fire, flood, or other natural disaster. Customers should provide documented proof of the incident whenever possible to expedite the process of the removal of charges and items from their account.

Bills may be paid at any MMRLS or MLP location via cash. Credit card payment is available at select MMRLS locations and includes a surcharge fee.

### **Claims Returned**

The library customer is responsible for all library materials checked out on their account. If the customer states they returned an item, but it is still checked out on their account, library staff will mark the item "claims returned." This will give library staff sufficient time to search for the item and allow the patron to continue using library services while the search is conducted. If staff cannot locate the item, the patron will be given two weeks to continue their search for the item. After that time, the item's replacement cost will be billed to the customer.