

Rigby City Library Circulation Policy

Membership

The following membership classifications may obtain Library cards and check out items from the Library.

1. Tax supported membership: People residing within Rigby City limits or employed by any department of the City of Rigby are eligible for a tax supported membership without additional charge.
2. Fee supported membership: People living outside Rigby City limits are eligible for membership for the annual fees set each year by the Rigby City Library Board of Trustees. If no fees are set, then fees from the previous year will remain in effect. Additional cards may be purchased for a fee.
3. Property owner membership: People who own property within Rigby City limits are eligible for property owner membership by presenting proof of tax assessment for City property that they own within City limits. If your name doesn't appear on the tax document, proof of ownership is required. Property owner membership is good for one(1) year and must be renewed each year.

Registration

Rigby City Library is a city tax-supported library. Any patron applying for a library card must provide one (1) current photo ID and one (1) proof of address. Listed below are acceptable forms of photo ID and proof of address.

Acceptable Current Patron Photo ID:

- Idaho State ID or Driver's License
- Out-of-State ID or Driver's License
- Passport
- Military ID
- Student ID Card
- Permanent Resident Card (aka Green Card)
- Concealed weapons permit

Acceptable Proof of Permanent Address (paper or digital):

- Utility bill dated within the last 30 days
- Current Proof of Motor Vehicle Insurance or registration
- Copy of signed Lease or Rental Agreement
- Official/Professional document from a job or school within the last 30 days
- Current Paystub within the last 30 days
- Other document at the discretion of the Director or the Director's designee

Children under the age of eighteen (18) are required to have a parent or legal guardian appear in person at the Library to obtain a Library card. The parent/legal guardian is required to present photo

identification and proof of residency prior to registering a child for a Library card. Child must be able to sign his or her name.

Parents/Legal guardians are legally responsible for all Library materials borrowed on their dependent's card(s). Parents/legal guardians are responsible to supervise and monitor their child/children's use of Library materials.

All Library cards are assigned an expiration date upon issue. The Library Director is authorized to set expiration dates for Library cards based upon Library card type and needs of the Library. Any Library card not used at the physical Library location for thirty-six (36) consecutive months may be marked expired and may be removed from the Library database.

Tax supported memberships and the associated Library cards immediately expire when a City resident moves outside City limits.

Patron Use:

- The account holder must be present to check out materials. Exceptions may be made for those who are physically unable to visit the Library. If the card has been forgotten, a current Photo ID, Library barcode on the phone, or barcode number on Libby app may be used in lieu of the Library card. The Library may ask the patron to verify identity by confirming additional information on their account. **Starting January 1, 2025**
- Library cardholders who loan their cards to others may be subject to card suspension, restriction, or loss of borrowing privileges. **Starting January 1, 2025**
- If a Library card is lost, a replacement card may be obtained by paying a fee and providing photo ID at the time of the Library card replacement.
- If a Library card is not reported lost or stolen, it is the patron's responsibility to inform the Library of the missing card. Patrons are responsible for any charges or checkouts made to the account before the card is reported to the Library as lost or stolen.

To renew a Library card, the cardholders are required to appear at the Library in person with a government issued ID and proof of residence to verify that they still reside within City Limits.

Determination of Residency:

Determination of residency within City limits for purposes of Library card issuance shall be based on whether the applicant for the card has shown that they reside within the City limits of the City of Rigby, Idaho as the taxing authority of the residence. If the residence of the applicant for the card is shown to be within the official annexed territory of the City of Rigby, Idaho, the applicant is a City resident. Classification of an address by the U.S. Postal Service or some other entity is not final proof dispositive of residence within City limits-living within City limits is. The Library Director has the final authority to determine City limits residency for purposes of this Policy.

Check-Out Limits

Checkouts will be limited according to account type, which are defined as follows:

Account Type	Max Book checkouts	Audio Books	Sprout, Speedy Reader, Six Pack Books Kits	Children's Holiday Books	DVDs & Blu-Ray
Adult: 18+	30	5	1 per item	5	5
Teen:13-17	10	0	0	5	0
Child:	5	0	0	5	0
Reciprocal Borrower	2	0	0	2	0
Staff & Board	30	5	1 per item	5	5

Check-Out Periods, Item Limits and Renewals

Item Type	Checkout Length	Renews	Item Limit
Books	2 weeks	3	Per account type
Audiobooks	2 weeks	1	Per account type
Holiday Books	2 weeks	0	Per account type
DVD/Blu-Ray	2 days	1	5
Speedy Reader Kits	6 weeks	0	1
Six Pack of Books	2 weeks	1	1
Sprout Learning Backpacks	7days	0	1

Materials that have been requested by other patrons cannot be renewed.

Hold

Patrons are encouraged to use the Library's electronic system to place unavailable items on hold.

- Cardholders will be notified by phone, email, or text message that the items are available for pickup.
- Holds will remain on the reserve shelf for seven (7) days after notification has been sent: if materials are not picked up by then, the items will be returned to circulation or given to the next patron on the reserve list.
- Cardholders may not have more items on hold than the allowed checkouts.
- Repeatedly placing materials on hold and then not picking them up in the seven (7)-day window may result in the loss of privilege to place materials on hold.

Fines and Fees

Item/Fee Type	Fine Rate
Books	Fine Free
Audiobooks	\$1.00 per day
DVD/Blu-Ray	\$1.00 per day
Speedy Reader Kits	\$1.00 per day
Six Pack of Books	\$1.00 per day
Sprout Learning Backpacks	\$1.00 per day
Interlibrary Loans	Set by the lending library
Processing Fee	\$2.00

**Fees may be waived in special circumstances at the discretion of the Director or appointed staff.*

Overdue fines are capped at \$10.00 (ten dollars) or the price of the overdue item. The Library will inform the patron when checking out those items which can incur a fine. Cardholders with an overdue item will be blocked from further checkouts. Please return items immediately to resume borrowing privileges.

Lost or Damaged Items

When Library materials are returned damaged (does not include normal wear) or are lost, the patron is charged the full replacement cost (price to be paid is listed in the item record), plus an additional processing fee of \$2.00 (two dollars).

Borrowing privileges will be suspended until the damaged item(s) assessment is resolved. Having damage charges on an account may cause other cardholders living at the same address to have their borrowing privileges suspended also.

An item may be declared lost when it is overdue by more than 35 days. Lost items must be paid for or returned to the Library to restore borrowing privileges.

Items purchased elsewhere as a substitute for a damaged or lost item are not allowed to be submitted to cover the cost of a lost or damaged item.

The lost item fee will not be refunded even where the lost item is found or recovered when the lost or damaged fee has been paid prior to the discovery of the lost item.

**Fees may be waived in special circumstances at the discretion of the Director or appointed staff.*

Claim Returned

When a patron claims to have returned an item that is still showing as checked out on the patron's card, the staff will change the status of the material to "Claim Returned". The patron is asked to continue to search for the material. The Library will continue to monitor the claim for six weeks. After six weeks, if the item has not been found, the status changes to "Lost".

- Lost items will be charged to the patron's account plus an additional processing fee.
- If the Library later finds the item, the Library will credit or refund the payment up to three (3) months later.
- If the patron later finds the item, no refund will be issued.
- Exceptions may be made at the discretion of the Director or appointed staff.

Interlibrary Loans

Incoming ILL Materials

- A patron with an adult resident card or current non-resident card may request material through interlibrary loan (ILL) when the material is not physically or digitally owned by the Library.
- If a patron loses an ILL item, the price charged to our patron is the charge set by the lending library. There are no refunds if a lost ILL item is subsequently found by the patron.
- If a patron requests an ILL item and does not pick it up after the notification, they may lose ILL privileges.
- Reciprocal cardholders are not eligible for ILL privileges and must use their home library for this service.
- Exceptions shall be left to the Director's discretion.

Outgoing ILL Materials

- Most materials are available for ILL to other libraries except for Kits, DVDs, and Audiobooks.
- ILL materials will be checked out to other libraries for a (4) four-week period, with one (4) four-week renewal allowed provided the item has not been requested by a Library patron.
- There are no service charges to other libraries for ILLs.
- Borrowing libraries will be responsible to pay fees for lost or damaged materials
- Exceptions shall be left to the Director's discretion.

Adopted by Rigby City Library Board of Trustees on: 7/9/2024

Amended: 9/11/24