

CIRCULATION POLICY

The Bartlesville Public Library supports the American Library Association's Library Bill of Rights with its attendant interpretations, the Freedom to Read Statement, the Freedom to View Statement, and the Statement on Confidentiality of Library Records. The following policies are in no way meant to jeopardize or inhibit these principles and statements.

I. REGISTRATION GUIDELINES

All individuals issued a Bartlesville Public Library borrowers' card agree to abide by all library rules and regulations. Cards will be replaced at a cost of \$3.00.

Individuals may register for a Bartlesville Public Library borrowers' card by presenting valid photo identification and proof of permanent address (e.g., a current utility bill dated within the last month, piece of mail postmarked within the last month, or lease or deed agreement). The last 4 digits of a Social Security Number, driver's license number, and birthdate must be included on the application form. Other validation may be approved by the Circulation Supervisor.

College students applying for a card who provide a temporary address must also provide a permanent address.

Hotels, motels, residential treatment centers, shelters, and other temporary housing do not constitute a permanent address unless approved by the Library Director or designee.

A parent or guardian may request cards for children under the age of 18. The parent or guardian must supply their own photo identification and proof of address to meet the requirements for registration as they are agreeing to be responsible for materials checked out on the child's card. All other requirements for registration apply.

Applicants unable to provide proof of address will have their cards mailed to them. Successful delivery will serve as proof of address.

A valid library card must be presented to check out library materials.

Registration guidelines apply to all library cards, area resident, non-resident, and temporary.

A. Area Resident Card:

Cards may be issued to individuals who live within a 35-mile radius, work, or attend school in Bartlesville.

B. Non-Resident Card:

Individuals not residing in the recognized library service location may obtain a Non-Resident Bartlesville Public Library borrowers' card by paying a non-

refundable annual fee of \$25.00 for an individual. Non-Residents may not use the Library's online database subscriptions due to licensing issues.

C. Digital Card:

Individuals can obtain a digital card to use our virtual services and resources. Virtual resources include eBooks, audiobooks and videos accessed through the library's various online applications. Individuals may access our electronic databases and can use their card for on-site computer usage.

Individuals may not check out any items with the digital card.

D. 3-to-Go Card:

To receive a card with full borrowing privileges, a parent or guardian must be present for approval. Parents/guardians are responsible for the lost or damaged materials borrowed by their children. If a parent/guardian is not present, a child may receive a 3-to-Go card. 3-to-Go cards include:

- The card allows three printed items checked out at a time.
- When an item is returned, a minor may check out another item.
- The card allows for public computer access.
- 3-to-Go cards expire on the child's 18th birthday.

A letter will be sent home with the minor notifying their parent or guardian of the 3-to-Go card. Parents or guardians may come to the library to either cancel the card or have it turned into a resident library card with full borrowing privileges.

II. LOANS

Specific loan periods and restrictions are listed in the Circulation Procedures Manual.

A. Renewals:

Eligible items can be renewed.

The following items cannot be renewed again:

- There is a request from another customer.
- The item is a TLC Kit or a Book Club Kit.

Items can be renewed 15 times. After the 15th renewal, the item must be checked back in for 24 hours before checking the item back out.

B. Grace Periods:

Eligible items will have a 7-day grace period. If items are returned or renewed within the grace period, no overdue charges will be assessed. Fines for items returned or renewed after the grace period will be calculated from the initial due date. Non-eligible items are TLC Kits, Book Club Kits, Library of Things, and Interlibrary Loans.

C. Special Loan Periods:

By special request, 7-day materials may be extended to two weeks and 14-day materials may be extended up to 28 days, provided there are no holds on the items.

D. Holds:

Any individual may place a hold on any circulating item. At any given time, no more than 20 items may be placed on hold for a specific borrower.

III. DELINQUENT BORROWER

Library cards with outstanding balances of \$10.00 or more will be blocked.

The Bartlesville Public Library uses a third party collection agency to secure unreturned materials and outstanding charges from customers who have not responded to notices. Accounts with items owing \$50.00 or more in charges are turned over for collection. A \$20.00 fee is then added to the account.

“Lost” items must either be returned or paid for before library privileges are reinstated.

IV. REPLACEMENT FEES

When a customer loses or damages an item, the library must charge a replacement fee. The circulation-based fee structure below will determine the cost of these fees.

Library materials naturally wear down over time, therefore the following fees will be assessed for replacement with depreciation in mind.

- A book with **1–20 circulations** is still relatively new, so **full replacement cost** is assessed.
- A book with **21–40 circulations** has seen moderate use, so **75% of the market price** will be assessed to better reflects its remaining value.
- A book with **41+ circulations** has reached the point of **normal, expected wear**, so charging **50% of the market price** will be assessed.

Replacement items will not be accepted in lieu of fee.

V. SUSPENSION OR RESTRICTION OF BORROWING PRIVILEGES

The aim of this policy is to encourage the responsible and considerate use and return of library materials. Suspension or restriction for incidental or minor violations, especially when promptly remedied by the customer, is not intended.

- Each violation will be dealt with by the Library Director or designee in view of its particular circumstances, which may include:
 - number of materials involved.
 - value of the materials involved.
 - demand by other customers for the materials involved.
 - length of time overdue.
 - type and extent of damage.
 - amount of unpaid charges owed.
 - nature of the violation.
 - previous incidents involving the customer.

Circumstances where suspension or restriction of borrowing privileges may occur include, but are not limited to the following:

- library materials not returned by the due date or when requested.
- unlocated library materials the borrower claims were returned.
- damaged library materials or equipment.
- unpaid library fees or charges.
- violation of library rules or policies.

Suspension or restriction shall normally be at least until all materials have been satisfactorily returned, all charges paid, and a reasonable expectation created for future responsible use.

Suspension or restriction of a person's borrowing privileges applies regardless of whose card the person presents to borrow materials.

Library patrons disagreeing with the suspension of their borrowing privileges may address the Bartlesville Library Board for reconsideration or reinstatement of privileges.

Reviewed January 2026