

Circulation Policy

The Rabun County Public Library is bound by the circulation policies established by the PINES (Public Information Network for Electronic Services) system. The Rabun County Public Library complies fully with the PINES circulation policies. Local policy variations where permitted by PINES and the procedures for implementing circulation policies are contained in this section.

Library Cards:

A current, valid library card or a must be presented to check out library materials or to use the Internet at the Rabun County Public Library. A card scanned into a patron's phone or device is permitted when they can also verify information from their account (birth date, email, etc.)

Library cards are free to all residents of Georgia. Persons who attend school, own property, or are employed in Georgia are eligible for a free PINES card. Patrons of both PINES and non-participating Georgia public libraries may receive a PINES card. Users from non-participating Georgia libraries shall have the same privileges as PINES users. Most PINES cards are valid for two years.

Property owners who do not reside in Georgia may be required to show proof of ownership, such as a tax bill or deed. Persons employed in Georgia or attending school in Georgia may be required to show proof of employment or enrollment.

Out-of-state cards are available to persons living outside Georgia who do not meet the above criteria for a \$50 annual fee, payable at the time the card is issued.

There is no minimum age for a child or receive a PINES card. A parent or legal guardian may register a child. The parent or guardian must show proper ID to register a child and must sign the application for a child under the age of 18.

An applicant for a new card is required to provide valid Georgia driver's license or other photo ID with current address. If the picture ID doesn't have the current address, patrons need to also submit two of the following: Valid voter registration card, Valid matricula consular, Checks with pre-printed address, A utility bill, or a Tax receipt.

Loan Periods:

The Rabun County Public Library follows PINES policies regarding circulation loan periods. Some items are designating as non-circulating and are contained in the reference area or special collections. Circulating periods are:

BOOKS	Circulate for a 2 week period with 2 two-week renewals.	Max: 50
AUDIOS/CDs	Circulate for a 2 week period with 2 two-week renewals	Max: 5
DVD & VIDEO	Circulate for a 1 week period with no renewal	Max: 15
PERIODICALS	Circulate for a 1 week period with no renewal	Max: 5

Renewals are permitted with the item has not been placed on reserve for another user. The Library Manager or the Circulation Supervisor may reduce the number of items per patron in subject areas where materials are limited.

Equipment:

The Rabun County Library loans several types of equipment. Loan periods and check-out procedures vary with each item. Patrons will be presented with a loan agreement specific to the item they are checking out at the time the item is loaned.

Overdue Items:

It is the responsibility of the patron to return items on time. Reminders are sent as a courtesy. Lack of receipt of an overdue notice does not alleviate the responsibility of the patron. The Rabun County Public Library complies with PINES policies regarding overdue items and fees assessed.

The following scale for overdue charges is followed:

BOOKS, AUDIOS/CDs, PERIODICALS = .20 per day

VIDEOS, DVDs = .50 per day

EQUIPMENT = overdue fees vary and are explained at time of check-out

Patrons are not fined for days the library is closed. The Library Manager may excuse a fine when the patron is hospitalized or has a death in his or her immediate family.

After accumulated fines total \$10, the patron will be blocked from further check-out privileges until the fines balance has been reduced.

Lost Materials:

The charge for lost items will be the item's replacement cost. If an item is out-of-print, the patron will be charged an amount necessary to purchase a similar item. The Library Manager will make assessment for appropriate charges.

There will be a \$3.50 processing fee added to the replacement cost of a lost item.

Interlibrary Loans:

PINES library patrons have access to materials in all Georgia PINES libraries. Requests may be placed from home computers or through the libraries. PINES loans policies and procedures are explained in the PINES policy manual.

Out-of-system interlibrary loans will be charged a \$3 fee per item for online computer search and postage charges. Overdue charges are .25 per day; these fines are passed to the Northeast Georgia Regional Library System Librarian. The maximum fine will be \$10 per day.

The paper sleeve on the front cover of the interlibrary loan book indicates the due date and the library of ownership. A fee of \$1 will be charged if the paper sleeve is not returned with the book.

The materials may not be renewed. Every effort must be made by the patron and the library to return the materials promptly to ensure the region's borrowing privileges.