

**Greenwood-Leflore Public Library System**  
**405 West Washington Street**  
**Greenwood, MS 38930**  
**662-453-3634**

**Circulation Policies**

**I. Borrower Card Policy**

Greenwood-Leflore Public Library System (the “Library”) issues Borrower Cards free of charge to any person residing within Leflore County or neighboring counties, including Sunflower, Tallahatchie, Grenada, Carroll, Holmes, Humphreys, and Montgomery Counties. Identification with proof of residency is required at the time of application for a library card. Such identification should include name and current address. Students and non-residents must provide both current and permanent addresses where applicable. Post office boxes are not acceptable as mailing addresses without proof of residency; a street address, in addition to a post office box, is preferred. Proof of residency may be established any one of the following:

- Checkbook
- Driver’s License
- Student Identification Card
- State-issued Identification Card
- Utility Bill

The library prefers that two references outside of the immediate household be listed on all application cards. Individuals under 18 years of age may use their parent(s) or legal guardian(s) as one reference and verify their address(es) by having a parent or legal guardian submit a form of identification, as well as proof of residency from the list above.

A Borrower Card carries full borrowing privileges at both branches of the Greenwood-Leflore Public Library System and is valid for three years.

**A. Renewal of Borrower Cards**

All library cards are valid for three years. At the end of that period, patrons will be asked to verify their personal information to update their patron account.

**B. Lost, Stolen, or Previously Issued Library Cards**

Patrons must report lost or stolen cards in order to avoid being held responsible for materials checked out on their cards. There is a charge of \$2.00 to replace a lost library card. In the event that a card is reported stolen, the branch manager has the option of waving the replacement fee.

### **C. Patron Responsibility**

Because the Greenwood-Leflore Public Library System verifies the identity of all borrower card applicants, the individual named on the account is responsible for all fines and fees assessed to that account.

A library patron is responsible for all materials checked out on his/her card or on the cards of children for whom he/she has signed Borrower Card applications, regardless of who checked the items out.

All lost or stolen library cards should be reported immediately because the owner of the card is responsible for all items checked out on the card until the card is reported lost or stolen.

When a patron changes his/her mailing address, it is the responsibility of the patron to inform the Greenwood-Leflore Public Library System of the new address.

### **D. Borrowing Privileges for Employees, Library Board Trustees, and Friends of the Library**

Greenwood-Leflore Public Library System employees, library board trustees, and Friends of the Library members are granted fine-free borrowing privileges.

Greenwood-Leflore Public Library System employees, library board trustees, and Friends of the Library members may not renew books that are on reserve for other library patrons.

Greenwood-Leflore Public Library System employees, library board trustees, and Friends of the Library members are **not** excluded from fees assessed for lost or damaged books.

## **II. Material Loan Limits and Loan Periods Policy**

The Greenwood-Leflore Public Library System sets loan periods and loan limits in order to provide patrons with fair and reasonable access to the library's resources. The Greenwood-Leflore Public Library System sets limits on the length of time that an individual can keep specific types of materials in order to more fairly distribute limited resources such as audio-

visual materials and magazines. The limit also reflects the fact that it takes more time to utilize some types of materials than others.

The loan period for books and audio books is three weeks (21 calendar days). The loan period for magazines is one week (7 calendar days).

### **III. Renewal Policy**

The Greenwood-Leflore Public Library System allows library patrons to renew library materials as a courtesy to patrons who have not completed their use of an item. Limits on renewals exist so that all patrons can have an equal opportunity to use the Library's materials.

#### **DEFINITION:**

**Renewal** – An extension of the original loan period.

Renewals are granted depending upon the material type, pending requests for the material by another library patron, or whether the item is due to be returned to a lending library in the case of interlibrary loan materials.

Library materials can be renewed in person, by phone, or through the Library's on-line catalog: <http://glpl-verso.auto-graphics.com>. Library patrons can obtain login information by contacting the Library. Staff will provide library patrons with the new due date whenever an item is renewed. If an item is renewed over the phone, it is the patron's responsibility to record the new due date.

#### **A. Renewal Limitations**

Library staff may renew materials up to four times to allow patrons more time to look for a lost item, providing the patron's account is not delinquent. However, under no circumstances will staff renew materials beyond the permitted four times in order for a patron to avoid paying for a lost item.

When the renewal limit has been reached, it is the patron's responsibility to return the item or risk incurring charges for fines or lost book fees.

If a patron's account is delinquent, materials cannot be renewed. Exceptions can be granted at the discretion of the Director.

#### **B. Renewals for Interlibrary Loan Materials**

Renewal requests for interlibrary loan materials can only be granted through the interlibrary loan department. The requests must be made at least five days before the item is due.

#### **IV. Interlibrary Loan Policy**

In order to meet the information needs of patrons, the Greenwood-Leflore Public Library System will utilize interlibrary loan services to obtain materials that patrons request when the library system does not own or does not plan to purchase the material for the general collection. Interlibrary loan services can be used to borrow items including, but not limited to, books, audio books, videos, DVDs, and CDs from other libraries within the state and from neighboring states.

Any patron who possesses a current and updated GLPLS borrower card and has an account in good standing may request that items be borrowed through interlibrary loan services. An account in good standing is one without lost books or overdue fines.

A patron may place a request in person or by phone at any branch of the Greenwood-Leflore Public Library System. Patrons must specify which library branch they would like to pick their requested material up from if the item(s) are made available. When the requested item arrives, patrons will be notified by phone and/or e-mail.

The library system makes every effort to locate items requested through ILL services free of charge. Although interlibrary loan services are free to GLPLS patrons, the lending library may choose to charge GLPLS fees for the materials, especially when providing photocopies. In this case, the patron making the request would be notified of the potential fee and must agree to pay the fee before GLPLS authorizes the lending library to send the requested item(s).

##### **A. Guidelines**

Greenwood-Leflore Public Library System will attempt to borrow any materials needed by a library patron from all available resources using the following guidelines:

1. Patron must have a Greenwood-Leflore Public Library System borrower card.
2. The patron must currently be eligible to check-out materials from the Greenwood-Leflore Public Library System. This rule is necessary because the library system is responsible for the loss of any requested item from the time that item is received by GLPLS until it is returned to the lending library.

3. The patron's card must be updated (current address and telephone numbers) and must not have any fines.
4. The patron and/or staff member should check the GLPLS online catalog first. If the needed material is owned anywhere in the library system, the item will be placed on hold. The item will be sent to the branch the patron indicates when the item is made available.
5. The patron should include as much information as possible on the request form.
6. The lending library sets the due date for any item borrowed. If a patron needs the item(s) beyond the lending library's due date, the patron must request a renewal of the item(s) by contacting the interlibrary loan office by phone at (662) 453-3634. Renewals should be requested before the item(s) is/are due. Renewal requests are not guaranteed to be approved by the lending library. If the lending library refuses the renewal request, the patron must return the item immediately so that it may be returned to the lending library.
7. Patrons must return borrowed items on time, especially those GLPLS has borrowed on their behalf. Having excessive overdue items or failure to return borrowed items to lending libraries can endanger future ILL privileges from these libraries.

## **B. Borrowing Materials**

As a full-participant member of OCLC, Greenwood-Leflore Public Library System is bound by the national interlibrary loan code. The code states that recently published materials cannot be requested until they have been available to local patrons for at least six months. Interlibrary loan requests may be submitted in person or by telephone and should include the patron's name, telephone number, and the branch name on all requests.

Length of loan: Typically five weeks (35 days).

## **C. Received Items**

Materials borrowed from another library will be added to the system at headquarters using a temporary ILL location (brief record) and sent to the branch originating the request.

A band on the front of the book will contain the interlibrary loan number and the date the book is due to be returned to the lending library. The band contains necessary information on the interlibrary loan and must remain with the book.

The patron will be contacted as soon as the book arrives at the branch and has been added to the ILS.

The due date is assigned by the lending library. If the date on the band is sooner than the date assigned by AG Verso, the date will be changed to match the date on the band.

The lending library must approve any renewal of an interlibrary loan item. If a patron requests a renewal on an interlibrary loan, a renewal request will be submitted to the lending library. If the lending library approves the renewal request, the patron will be notified of the new due date. If the lending library refused the renewal request, the patron must return the book immediately so that it may be returned to the lending library in a timely manner.

All interlibrary loan materials should be returned to headquarters promptly.

#### **D. Lending Materials**

The Greenwood-Leflore Public Library System lends materials to libraries throughout the United States. Loaned materials include books and audio books. Reference materials, genealogy, and local history materials are loaned on a case-by-case basis. GLPLS does not lend materials purchased within the past six months or materials in current demand.

Length of Loan: Four weeks (28 days) with renewal.

#### **E. Requests**

The Greenwood-Leflore Public Library System only accepts interlibrary loan request via the Virtual Union Catalog (VUC) System hosted by the Mississippi Library Commission.

The Greenwood-Leflore Public Library has four days to respond to ILL requests.

Requested materials will be placed on hold for the requesting library. The hold will include the library alternate ID and the interlibrary loan number.

The ILL clerk will pull the requested item and check it out through the AG Verso ILL patron account using the same due date given in the VUC system.

The requested materials will be shipped in GLPLS mail bags via USPS library postage rates and should be returned to GLPLS in the same bags.

## V. **Fines and Fees Policy**

The Greenwood –Leflore Public Library System charges fines as an incentive for patrons to return materials in a timely manner so that other patrons can have access to the items. The Greenwood –Leflore Public Library System charges fees to offset the cost of recovering and/or replacing lost or damaged library materials.

### **DEFINITIONS:**

**Fine** – A variable charge imposed for the late return of library materials.

**Fee** – A fixed charged imposed to cover the cost of processing replacement library materials or recovering or replacing lost ones.

## VI. **Regulations**

### **A. Fines for Overdue Materials**

All borrowed materials not returned by the due date will be charged 10 cents (\$.10) per item per day. No fines will be charged on the days the library is closed for weekends, holidays, or other official closings. Borrowing privileges will be suspended when the total amount for fines and/or fees on the patron’s account reaches or exceeds \$10.00. Library staff will inform patrons of account balances due each time the patron borrows materials.

### **B. Overdue Notices**

The Library will mail notices to patrons for items overdue by the following schedule:

- i. **First Notice** – items 10-30 days overdue
- ii. **Second Notice** – items 31-60 days overdue
- iii. **Third Notice** – items 61-90 days overdue

### **C. Fines and Fees for Lost or Damaged Items**

The library reserves the right to charge a fee to cover the cost of lost or damaged library materials. Items which have been kept more than 90 days after the due date will be assumed to be lost and will be marked as “patron lost” in the computer system. Patrons will be charged the cost of the lost item, overdue fees, and a \$5.00 cataloging/processing fee for replacing any lost library materials. The cost of the lost item will be waived in the event that a patron is able to provide the library with a

replacement for the lost time that is identical in title and of a format and condition like or better than the borrowed item and acceptable to the branch manager; however, any overdue fees or cataloging/processing fees will NOT be waived. The cost of the lost item can be refunded if the item is returned in good condition within six (6) months of payment, but cataloging/processing fees and overdue fees are NOT refundable.

The full cost of an item shall be assessed for any items returned damaged if the extent of the damage renders the item unusable.

Patrons may keep any damaged item(s) for which they have paid.

Fines in excess of \$10.00 will prevent a patron or family members linked to their account from borrowing any library materials.

Patrons will receive a receipt for payments received on their account.

#### **D. Miscellaneous Fees**

A fee of \$2.00 per incident will be charged for the replacement of a Borrower Card and should be paid at the time the replacement card is issued.

There is no charge for using Greenwood-Leflore Public Library's public access computers, but a fee of \$.20 per page is charged for printing services.

Charges for printing from photocopiers and microfilm reader printers shall be \$.20 per page.



## RECIPROCAL PATRON BORROWING AMONG THE LIBRARIES OF THE DANCING RABBIT LIBRARY CONSORTIUM

*Welcome to Greenwood-Leflore Public Library! Within the terms of the Dancing Rabbit Library Consortium Agreement, Dancing Rabbit program participating may visit this library and check out up to two books at a time. This guide provides details about hours of library service at Greenwood-Leflore Public Library and policies relating to material use.*

### LIBRARY HOURS

Monday – Friday 8:30 a.m. – 5:30 p.m.  
Saturday 8:30 a.m. - 12:00 p.m.

### COMPUTER LAB HOURS

Monday – Friday 9:00 a.m. – 5:00 p.m.

Holiday schedules and hours will be posted on the library doors and on our Web page at <http://www.glpis.com>. You may also telephone (662) 453-3634 for schedule information.

### IDENTIFICATION AND REGISTRATION

To check out books from Greenwood-Leflore Public Library under the terms of the Dancing Rabbit Library Consortium Agreement, you must present to a member of our Circulation Department staff a valid Dancing Rabbit card, issued by one of the public or academic libraries participating in the consortium. To obtain a Dancing Rabbit card, you must be in good standing with the issuing library. This means you cannot have any overdue materials or owe any library fines or fees.

When you present your Dancing Rabbit card **along with a photo ID** (such as a driver's license) at Greenwood-Leflore Public Library, a member of our Circulation staff will create a borrowing record for you in our computerized operating system. A non-transferable GLPL Borrower Card will then be issued for your use. You must present your card and photo ID each time you borrow materials. You are personally responsible for returning to **this library** all materials you check out there.

### CIRCULATION POLICIES

While Greenwood-Leflore Public Library welcomes the use of any resources in its collections, your Dancing Rabbit membership entitles you to check out books and other materials from the Main Collection. The Dancing Rabbit membership does not allow you to check out periodicals, reference books, or other non-circulating items.

The checkout period for most books is three (3) weeks for all patrons, and renewals are granted providing there are no other patron requests for the library materials. You may request a renewal in person at the Circulation Desk or by telephone at (662) 453-3634. After the second renewal, the item(s) must be presented at the Circulation Desk to be turned in or renewed. New items may not be renewed.

If you keep library materials past the due dates assigned for them, you will accrue **finer (\$0.10 per item/per day)**. The library that issued your Dancing Rabbit card will assist Greenwood-Leflore Public Library in recovering any materials that are overdue. Upon the issuance of the **second overdue notice**, a copy will be sent to **your home library**. That participating library will then **block** your borrowing privileges. Please remember that **overdue notices** are mailed as a **courtesy**. Failure to receive a notice does not absolve you from responsibility for returning materials.

Books that are **declared lost** or **kept over (30) days** pays the due dates assigned for them will be **billed as lost**. If you should lose a book, you would be billed for the **replacement cost plus any accrued fine plus \$5 handling and cataloging fee**.

Any patron who is determined to have **abused** his/her Dancing Rabbit membership will have his/her Dancing Rabbit card voided by the director of the issuing library.

#### ASSISTANCE

If you have questions regarding this document, please speak with a member of the Circulation Department staff in person, or by telephone at (662) 453-3634. If you need help locating books or other materials, please speak with a staff member in person, or by telephone at (662) 453-3634.

#### PARTICIPATING LIBRARIES

Public libraries participating in the Dancing Rabbit Library Consortium include Blackmur Memorial Library (Water Valley), Bolivar County Library (Cleveland), Carnegie Public Library (Clarksdale), First Regional Library (Hernando), Greenwood-Leflore Public Library (Greenwood), Humphreys County Library (Belzoni), Marks-Quitman County Library (Marks), Sharkey-Issaquena County Library (Rolling Fork), Sunflower County Library (Indianola), Tallahatchie County Library (Charleston and Tutwiler), Washington County Library (Greenville), and Yalobusha County Library (Coffeetown).

Academic libraries participating in the Dancing Rabbit Library Consortium include Delta State University, Mississippi Valley State University, Mississippi Delta Community College, Coahoma Community College, and Northwest Mississippi Community College.