BACKGROUND

The Shasta Public Libraries (Library) mission is to provide information, lifelong learning, inspiration and enjoyment to people of all ages through reading and technology.

PURPOSE

The following policy governs the terms by which materials may be borrowed from the Shasta Public Libraries.

POLICY

Library Card Registration:

Any person residing, owning property, or employed in Shasta County is eligible for a Shasta Public Libraries card and, therefore, may borrow materials free of charge from the Redding, Anderson, and Burney Libraries. The privilege of obtaining a library card will also be extended to all residents in the State of California.

Any person applying for a library card must show proof of identity and residence. Acceptable identification may be any of the following: California Driver’s License; California Identification Card; Check imprinted with name and address; Official mail (postmarked with current address); Current bill imprinted with name and address; Current monthly rent receipt; Tax payment receipt.

Children are eligible for a library card. The minor’s date of birth is required on the application. A parent or guardian must assume responsibility for materials borrowed by a person under the age of 18; therefore, the adult’s identification and signature is required for the registration of a minor.

Once the library card application is submitted, the user agrees to follow the rules and regulations of the Library. Library cards may be used at the Redding, Anderson, and Burney Libraries. The first library card is free; replacement cards require a small fee.

Confidentiality of Library Records:

California State law (Government Code, Title I, Division 7, Chapter 3.5, Sections 6254 (j) and 6267) protects the confidentiality of library customers. Library staff will always operate in a manner that conforms to the requirements of the law in the handling of customer records and accounts. According to this statute, library staff may not release information to any other party regarding any item borrowed by any other person, including information released to a parent or legal guardian regarding what items their child has checked out.

As permitted by the above-cited statute, library staff may release information on a borrower’s account to a third party if the borrower has provided a written notice allowing the third party access to the borrower’s account information. A borrower may authorize another
party to pick up and check out materials by sending his or her library card along with the
written request or notice with the third party.

Demographic information may be gathered in order to plan library services. This information
is used anonymously and is not disclosed in any way that would identify the person
registering. All information provided on the registration form is protected by the statute cited
above.

**Non-Resident Borrowers:**

Persons residing outside the State of California may obtain a library card by paying a non-
resident fee. Payment of this fee will entitle the borrower to the same borrowing privileges
enjoyed by all other library card holders.

**Loan Periods:**

The loan period for most items—including books, audio books, CDs, and government
documents—is three weeks. The loan period for DVDs and videos is one week. All items can
be renewed unless the item is on hold for another borrower. Loan periods for interlibrary
loaned materials will be determined by the lending institution.

Reference materials and microforms must be used in the library and are not available for
checkout.

**Renewals:**

Items may be renewed if no requests are pending.

Cataloged materials may be renewed at the Redding, Anderson, or Burney Library circulation
desks, from any library computer, via the Internet, or by phone.

**Number of Items per Library Card:**

The maximum number of books that can be checked out on a single account is 30. The
maximum number of multimedia items that can be checked out on a single account is 15. It
will be within the discretion of the library staff to impose temporary limits for some high-
demand materials as necessary.

**Reserves and Interlibrary Loan:**

Holds may be placed to reserve items by completing a hold request form on the online
catalog. Users will be notified when items are available. Items will be held for one week from
the date of notification of the users. Items that remain unclaimed after one week will be
subject to a fine per the fines schedule.

Interlibrary loan requests are subject to available funding.

**Lost and Stolen Library Cards:**
Lost and stolen library cards should be reported as soon as possible by contacting the Library at 530-245-7251 or email at askus.shasta@librarycatalog.info.

**Overdue, Lost, and Damaged Material:**

Library users assume full responsibility for the return of materials on or before the due date noted on the receipt. Fines will be charged for each day the material is overdue. Fines vary by item type. Refer to the Shasta Public Libraries Fines and Fees Schedule.

Library users assume full responsibility for loss or damage to materials they check out. Damage includes, but is not limited to, torn covers or pages, writing in or on materials, water damage, missing pages, missing pieces, dirty or damaged cases, or damaged parts. Charges for materials lost or damaged beyond repair will include the replacement cost, processing fee, plus accrued fines (if applicable). Charges for damaged materials that can be repaired will be determined on a case-by-case basis.

An overdue notification may be made by mail, e-mail, or voice notification when items reach 7 and 21 days overdue. At 21 days overdue, the billing is transferred to an outsourced billing agency. A fee for the service will be billed to the account. At 120-151 days overdue, the account may be credit reported.

User accounts with fines and fees totaling $5.00 or more will be blocked from further use.

*Adopted by the Redding Municipal Library Board 2/26/2007*

*Amended by the Redding Municipal Library Board 4/16/2007*

*Amended by the Redding Municipal Library Board on 3/17/2014 by Resolution Number 2014-01*

*Amended by the Redding Municipal Library Board on 5/18/2015 by Resolution Number 2015-01*

*Amended by the Redding Municipal Library Board on 10/16/2017 by Resolution Number 2017-001*