



**CITY OF REDDING, CALIFORNIA**  
**REDDING MUNICIPAL LIBRARY BOARD POLICY**

<b>SUBJECT:</b>	<b>RESOLUTION NUMBER</b>	<b>POLICY NUMBER</b>	<b>EFFECTIVE DATE</b>	<b>PAGE</b>
<b>Shasta Public Libraries Circulation Policy</b>	<b>2021-001</b>	<b>1</b>	<b>02/26/07</b>	<b>1</b>

**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 applying for a permanent library card must show proof of identity and permanent residence in the State of California. Acceptable photo identification includes, but is not limited to: 1) Driver's License; 2) State ID; 3) Military ID; 4) School ID; 5) Consular ID; 6) Permanent Resident or Green Card or 7) Passport.

Children are eligible for a library card. The minor's date of birth is required on the application. A parent or guardian who has been issued a library card must assume responsibility for materials borrowed by a person under the age of 18. Therefore, the adult's identification and signature are 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:**

Except as otherwise authorized by law, Government Code sections 6254(j) and 6267, protect the confidentiality of library records. Library staff will always operate in a manner that conforms to the requirements of the law in the handling of customer records and accounts. Library staff may not release information to any other party regarding any item borrowed by a library user except to a person acting within the scope of his or her duties within the administration of the library, or to a person authorized in writing by the individual to whom the records pertain or by order of an appropriate court.

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:**



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Persons residing outside the State of California may obtain a library card by paying a non-resident fee and establishing proof of identity, as defined in this Policy. Payment of the non-resident 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.

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

**Renewals:**

Materials in the regular collection will be automatically renewed twice if no requests are pending. Materials may be renewed by the borrower 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 thirty (30). The maximum number of multimedia items that can be checked out on a single account is fifteen (15). The library staff may impose temporary limits for high-demand materials as necessary.

**Reserves:**

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.

**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](mailto: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 on all Adult and Media collection items for each day the material is overdue. Late fees will not be charged on Children’s and Young Adult collection items returned. 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,



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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 seven (7) and twenty-one (21) days overdue. At twenty-one (21) days overdue, the billing is transferred to an outsourced billing agency. A fee for the service will be billed to the account.

User accounts with fines and fees totaling \$20.00 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*

*Amended by the Redding Municipal Library Board on 1/25/2021 by resolution Number 2021-001*

*Amended by the Redding Municipal Library Board on 8/16/21 by Resolution Number 2021-001*