

LIBRARY CARDS

Library cards are free to all citizens of the Commonwealth of Kentucky. Residents of other states may be eligible for a temporary library card, subject to evaluation by Library staff.

To receive a library card, complete an application in person and present photo identification with proof of current address. This can include a driver's license, blank check, receipts for rent, utilities, phone, etc., and mail addressed and delivered to you at your current address.

Persons under eighteen (18) must have application signed by a parent or guardian. By signing the application, parents and/or guardians are accepting responsibility for what their child checks out, accesses on library computers and for any fines/charges incurred by their child.

When you sign up for a library card, you will receive a four-digit number as your Personal Identification Number or PIN.

- You need this **PIN** along with your library card number to review the status of your account and renew materials online. You will also need your PIN to access our electronic items.
- **If you don't remember your PIN**, contact the Library for assistance during open hours. Expect to be asked for your library card number and some other piece of identifying information, such as your date of birth.

If you have enrolled in the Biometric Finger Identification program please note that it is a convenience when in the library in order to use the computers or to check out materials. Working with the databases or downloading electronic materials will require a library card number and PIN to verify that you are indeed a patron of the library. Do NOT destroy your library card, keep it safe.

Change of Address/Lost or Stolen Cards

Please notify the Library if you have a change of address, or if your library card is lost or stolen. However, failure to notify the Library of lost or stolen cards or changes in address does not release you from your obligations to the Paul Sawyier Public Library.

LIBRARY RULES

The Paul Sawyier Public Library strives to provide, on equal terms, free library services to all residents of Franklin County. The Library abides by the American Library Association Library Bill of Rights, which states, "a person's right to use a library should not be denied or abridged because of origin, age, background or views."

Under Kentucky law (KRS173.380) "every library established or maintained under KRS 173.300-173.390 shall be free for the use of the inhabitants of the government unit in which it is located, subject to such reasonable rules and regulations the trustees find necessary.

To ensure the comfort and protection of all Library patrons and to prevent a few persons from making the use of the Library inconvenient and embarrassing to the majority of users, the Library has adopted the following policy.

WHILE IN THE LIBRARY NO PERSON SHALL:

- Smoke
- Be intoxicated or under the influence of drugs/chemicals
- Eat and/or drink beverages
- Sleep
- Be disruptive and/or disorderly
- Destroy/deface property
- Misuse the restrooms, i.e., shave, wash clothing or person, smoke, steal paper, etc.
- Loiter
- Solicit
- Harass other patrons or staff
- Be offensive in language, action or body odor to other patrons or staff
- Use a cell phone

Violations of these rules may result in expulsion from the Library and termination of library privileges. If the patron is under the age of 16 a parent will be informed in writing. Anyone refusing to leave the Library when requested is subject to prosecution under the Kentucky Revised Statutes.

Check Out Policy / Fine Schedule

Item	Limit Per Person	Checkout Period	Renewals	Accrues Fines?	Allow Holds?
MediaBox DVDs and Games	3	7 days	None	\$1.00 per day/per item	No
Entertainment/ Popular DVDs	5	3 weeks	None	\$1.00 per day/per item	No
Children's & Young Adult DVDs	10	3 weeks	3 times for an additional 3 weeks each	No	No
Books	25	3 weeks	3 times for an additional 3 weeks each	No	Yes
Magazines	10	3 weeks	3 times for an additional 3 weeks each	No	No
Audio Books, Music CDs	10	3 weeks	3 times for an additional 3 weeks each	No	Yes
Non-Fiction DVDs	10	3 weeks	3 times for an additional 3 weeks each	No	Yes
Interlibrary Loan	5	30 days	None	\$1.00 per day/per item	No
EReader (Samsung tablet or Kindle Fire)	1	3 weeks	None	\$1.00 per day	Yes
Verizon Wi-Fi Hotspot	1	3 weeks	None	\$2.00 per day	Yes
Children's Launchpad Tablets	1	3 weeks	None	No	No

Check Out Policy cont'd.

- Library patrons need to use the Biometric Finger Identification system or their library card with pin number to check out materials.
 - Please note that use of the Media Box requires Biometric Finger Identification.
- Renewals are allowed as long as there is not a waiting list.
- Patrons are responsible for any damage or loss to library materials.
- Parents/Guardians are responsible for determining the suitability of library materials for their children.
- The Library reserves the right to use the services of Unique Management Services, Inc. for the recovery of materials that are past due a minimum of 45 days. A \$10 service fee will be added to the patron's account.
 - Accounts for those patrons age 15 and younger will be exempt from being sent to Unique for recovery.
- Library users will not be allowed to use the computers in the lab if they have unpaid fines/fees of \$10.00 or more.
- Reference books, newspapers and items in Special Collections do not check out.

UNATTENDED CHILDREN

The Paul Sawyer Public Library welcomes and encourages children to use the Library's facilities and services. However, the happiness and safety of young children left alone at the Library can be a serious concern. When young children are left unattended* for several hours when no Library programs are being offered or when the Library is closing, they become bored or the target of abuse. Library staff cannot know if children are leaving the building with parents or strangers. Therefore, for the protection and well-being of all children who use and enjoy our Library the following policy has been adopted.

Young children under the age of ten (10) may not be left unattended in the Library. * For the purposes of this policy, unattended shall be defined as a child under the age of ten (10) left alone in any area of the Library, i.e., unaccompanied by a parent, guardian or adult chaperone.

Responsibility for the safety and behavior of ALL children using the Library rests with the parent, guardian or assigned chaperone, not with Library staff.

If it is determined that a child is lost or unattended, staff will attempt to locate a parent, guardian or chaperone in the building and explain the policy to them.

If a parent, guardian or chaperone is not found in the building, staff will attempt to locate them through library records, phone book, etc. When/if they are located by phone, they will be asked to join the child in the Library or pick up the child immediately. The policy will be explained.

If a parent, guardian or chaperone cannot be located or if the Library is closing, staff will call the police who will take custody of the child and also attempt to locate a parent, guardian or chaperone. If the police are unable to locate a parent, guardian or chaperone, they will contact Social Services. In the event the child is placed with the police and the Library is closed, a note to the parent will be left on the Library door explaining the whereabouts of the child.

Under no circumstances will a staff member take the child out of the building nor will the child be left alone outside the building after closing.