

Pope County Library Circulation Policy

The purpose of the library is serve the public and to make the use of the library as trouble-free as possible. The loss of patron good will is not worth the possibility of saving a handful of items. Therefore we adhere to **Ranganathan's Five Laws of Library Science**

- 1. Books are for use.**
- 2. Every reader his or her book.**
- 3. Every book its reader.**
- 4. Save the time of the reader.**
- 5. The Library is a growing organism.**

Library cards are free and valid for one (1) year. The Library System has no minimum age for a patron to obtain a library card. Anyone can use the resources of the Pope County Library, but only registered patrons may borrow library materials. People with proper documentation living in or owning property in Pope County, working in Pope County, going to school in Pope County, anyone who is a senior citizen, over sixty-two (62), or is a card holder in the Arkansas River Valley Regional Library system will be extended borrowing privileges. Others may borrow materials upon payment of a non-refundable fee.

If their home library participates in the Gateway program, a patron from another county may be extended borrowing privileges without charge. Please refer to the most current Arkansas State Library Services Gateway Program list of participants included in the Circulation Policy Binder.

Cardholders are responsible for all items checked out on their cards, whether the card is used by the owner of the card or anyone else.

The patron must always have his library card with him at the time he checks out. The Library card and its number are the means by which patrons are identified in our records. The Library Director, Director of Branches, or acting supervisor can make an exception and approve checkouts with a photo id.

Most materials may be renewed one time and this can be done either in the Library, by telephone or on the Library's website on the Internet at www.popelibrary.org. Any circumstance that requires a different renewal must be approved by the owning library.

Patrons are limited to a total of fifteen (15) library items checked out per card, of which only 5 may be DVD's. There is no limit per subject.

It is the responsibility of the Library to maintain a collection of materials to be shared by persons served by the library. It is also the responsibility of the Library to govern the use of such materials shared with, or borrowed from, other libraries. The responsibility of the public is to return items on time, in good condition. The goal of the Library is to recover materials held beyond the agreed loan period, in good condition, for further use by the public. Any materials borrowed from the Library are subject to a due date and the patron is expected to respect that date. The Library does not want to resort to punitive action to recover items. A late fine will be imposed if materials are returned to the Library after the due date. Fines and fees are used solely to remind patrons of their responsibility to the community who fund and support the Library.