

Pope County Library Circulation Policy

The purpose of the library is to 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.**

General Terms of Use for Borrowing and Services

- Anyone can use the resources of the Pope County Library, but only registered patrons may borrow library materials.
- Library cards are free for patrons aged 62 and over and for patrons who reside, own property, work, or attend school in Pope County.
- Patrons who do not qualify for a free card will be charged a yearly fee of \$15.00.
- 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.
- Library cards are valid for one (1) year.
- The Library System has no minimum age for a patron to obtain a library card.
- The Pope County Library System offers three types of accounts: juvenile, adult, and senior citizen.
- Late fines will not be imposed on juvenile or senior citizen accounts.
- Because juvenile accounts are not fined, adults cannot use their child's juvenile account and library card to check out materials catalogued for adults.
- Cardholders are responsible for all items checked out on their cards
- Patrons must make their library card available to scan or present their ID at time of checkout. Patrons are identified in our records by the barcode listed on their library card and the name listed on their driver's license.
- The Branch Manager can make an exception and approve checkouts without a library card or photo id if a patron is able to answer questions to verify their account.
- Patrons are limited to a total of fifteen (15) items per card, of which only seven (7) may be DVD's. There is no limit per subject.
- The checkout period for Library of Things is seven (7) days, all other items are borrowed for a period of twenty-one (21) days.
- Most items without a waiting list may be renewed once. Renewals may be made at the library, by telephone, or by accessing your account at www.popelibrary.org.

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Library Fines, Fees, and Charges

It is the responsibility of the library to maintain a collection of materials to be shared by the public. 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. All 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 on accounts that qualify if materials are returned to the library after the due date. Fines and fees are used to support the library.

Overdue Item Fines

All overdue items are charged at the rate of \$0.25 per day; \$5.00 maximum per item.

Lost or Damaged Item Fees

All library materials that are lost or damaged beyond repair must be paid for by the patron. PCLS does not accept replacement copies of materials in lieu of payment. Patrons will be charged the cost of the item plus a three-dollar (\$3.00) processing fee.

Other Charges

Lost Bar Code	\$1.00
Torn or Damaged Book Jacket	\$.50
Lost or Damaged DVD/CD Cases (1-4)	\$1.00
Lost or Damaged DVD/CD Cases (5 or more)	\$2.00
Ear Buds	\$1.50
Lost or Damaged Magazine	\$3.00
Receiving Faxes (first 15 pages are free)	\$.25
Sending Faxes	Free of Charge
Black and white copies or prints	\$.25 per side
Color copies or prints	\$.50 per side

Account Balance Policies

- Patrons with an account balance over two dollars and fifty cents (\$2.50) must pay ten percent (10%) of their balance before borrowing materials or using the public computers.
- Patrons with a large account balance (\$20.00 or more) must make a payment to bring their account balance below twenty dollars (\$20.00) before borrowing materials or using the public computers.
- Patrons that have lost or damaged library materials charged to their account must pay one hundred percent (100%) of their account balance before borrowing materials or using a public computer.
- Patrons with materials more than fourteen (14) days overdue are **NOT** permitted to check out materials or use a public computer.
- At the Branch Manager's discretion, payment arrangements may be made, or charges and payments may be waived for the patron to borrow materials or use a computer.

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Card Registration- Adult and Seniors (Aged 18 and Over)

- To receive a card free of charge, applicants must be aged 62 and over or reside, own property, work, or attend school in Pope County.
- Applicants who do not qualify for a free card will be charged a yearly fee of fifteen dollars (\$15.00).
- Applicants must fill out a registration card completely and provide a photo id with current mailing address.
- If the mailing address on the id is not current, the applicant must provide one of the following:
 - Utility bill, bank statement, vehicle registration, or insurance bill that shows patron's name and mailing address
 - Official government mail or document
 - Or if no other proof is available, a PCLS postcard mailer can be provided
- Applicants must list their physical address on the registration card if it's different from mailing address.
- New patrons may check out two (2) items at the time of application. Once they return those two items and have their account in good standing, they are then allowed the same privileges as everyone else.
- Cards expire after one (1) year.
- To ensure all account information is current and accurate, PCLS will verify the patron's address, phone number, and email address each year. Once the information has been verified, the registration is extended another year.

Card Registration- Juvenile (Ages 17 and Under)

- A juvenile may apply for a library card under their parent or guardian.
- The parent or guardian must provide their ID and proof of address as listed above.
- For a juvenile card, the child's name and birth date is listed on the registration instead of the parent or guardian's.
- The parent or guardian must print their name clearly beneath the signature line.
- Both the parent or guardian and the child, if able, should sign the registration card.
- Juvenile cards do not incur late fines.
- New juvenile patrons may check out two (2) items at the time of application. Once they return these two items and have their account in good standing, they are then allowed the same privileges as everyone else.
- Cards expire after one (1) year and are subject to the same renewal terms as adult cards.
- Juveniles may check out any item available in the library. We encourage parents or guardians to guide and monitor their child's material selection.
- Because juvenile cards are not fined, adults using their child's card to check out materials may only choose items catalogued as YA age level and below.

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