

CHAPTER 2: LIBRARY SERVICES

Section 1. Circulation (Amended 2/8/2024)

I. Library Cards

- A. Applicants must present a valid photo ID (EX: driver's license, school or military ID) with a current address. Other acceptable proof of address is mail received within the last 10 days, a valid car insurance policy, a current utility bill, rental agreement or receipt with a printed current address.
 - B. Children under 18 must be guaranteed by a parent or legal guardian to receive a card.
 - C. Applicants with a valid card from another NEXT library must use it or delete it and apply for a Leavenworth card. Blocks on existing NEXT cards must be resolved before they can be used.
 - D. College students using a school address must provide a permanent address when applying for a card.
 - E. Residents of the VA Domiciliary may use their veteran's ID to apply for a card but must include a valid secondary residential address.
 - F. Organizations must provide a letter (on official letterhead) from a ranking official along with an application. This letter should contain the names of all authorized users. Each user of the organizational card must present a photo ID to use the card and all accumulated fines must be paid before each use of the card.
 - G. Adult residents (18 or older) of temporary housing may apply for a 60-day Temporary Residence library card as follows:
 - 1. Submit a completed Temporary Residence application to Library staff
 - 2. Attach a letter, on letterhead, signed and dated by an administrator of the temporary housing, that verifies the applicant's full name, date of birth and temporary address. This letter must be dated within ten days of the date of application.
- Temporary Residence cards may be renewed for additional 60-day periods by presenting additional signed letters as described above.
- Temporary Residence cards may be converted to a standard library card by
- 1. Present a valid photo ID (EX: driver's license, school or military ID) with a current, private address.
 - 2. Other acceptable proof of current private address is mail received within the last 10 days, a valid car insurance policy, a current utility bill, rental agreement or receipt with a printed current address.
- H. Non-residents of Kansas are charged \$6.00 per year for a card. No refunds are provided for partial years.
 - I. Library cards are valid for one year from the date of issue
 - J. Fines/fees must be \$10 or less to renew a card. Patrons must present their library card or photo ID or provide verbal verification of identifying information to renew their card.
 - K. Library cards are replaced for free. Cardholders are responsible for items borrowed on lost or stolen cards if the loss or theft has not been reported to the library.

II-Digital only card (amended 5/4/2023)

- A. Digital only cards are available for City of Leavenworth residents ages 12 years and older who do not have a NEXT library card.
- B. Digital only cards provide access to online content and Library computer resources. Digital only cards do not provide borrowing privileges. A digital only card can be converted to a regular NEXT Library card by following the regular application process.
- B. Adult applicants must present a valid Kansas driver's license or other valid photo ID that includes a date of birth.
- C. Applicants ages 12-17 must be guaranteed by a parent or legal guardian to receive a digital only card.

III-Borrowing

- A. Patrons must present their library card or photo ID or provide verbal verification of identifying information to borrow materials.
- B. Library cards grant borrowing privileges for all circulating library materials. Responsibility for materials borrowed by minor children rests with their parent/s or legal guardian/s.
- C. Materials are loaned for the following periods:

DVDs, Videogames,	7 days
Board games, Ages 12+ only	7 days
New Adult books (in collection 6 months or less)	14 Days
Books, Audiobooks and Magazines	21 days
Kansas Room, current issues periodicals, Reference Materials	In-Library only
- D. A total of 100 Leavenworth Public Library items can be on a library card at one time. The following limits apply to particular types of material:

DVDs	9
Video games	2
Board games	1
- E. Material may be renewed twice by phone, in person, or online. Materials with holds cannot be renewed.
- F. Holds are filled in the order in which they are received. If a hold is not picked up within 7 days of notification, the item is released for circulation. There is no limit on the number of holds a patron can place.

IV. Fines and Fees for Lost or Damaged Material (amended 3/13/2025)

- A. The Library does not charge overdue fines.
- B. Items are marked lost once they are overdue by 45 days. If a lost item is paid for then returned within 45 days of being marked lost, the borrower will be refunded the replacement cost.
- C. The fee for lost items or items that must be replaced due to damage is the full cost on the catalog record of the item. Fees for lost or damaged Interlibrary Loan items are determined by owning library.

- D. Borrowing and internet access are blocked when fees exceed \$10.
- E. A guarantor's cards is blocked if the total fees on their guarantee's card exceeds \$10.
- F. Patrons with the Leavenworth Library selected as their current home library may be eligible for complete or partial forgiveness of fees on their account as follows:
1. Fees to be forgiven must have been incurred at the Leavenworth Public Library.
 2. Fees incurred at other libraries cannot be forgiven and will remain on the account. Patron must settle those fees with the other library/libraries.
 3. Fees to be forgiven must have been incurred at least two years prior to forgiveness request.
 4. A maximum of \$100 can be forgiven on an account. Any additional amount must be paid before an account is unblocked. Exceptions will be reviewed on a case-by-case basis by the Director, Assistant Director or Youth Services Supervisor.
 5. Each eligible patron can request fee forgiveness once.
 6. All fees incurred at the Leavenworth Public Library before the patron turned 18 will be forgiven.
 7. Fees incurred for lost or damaged Inter Library Loan items are not eligible for forgiveness and will be settled as described in section C, above.
 8. If an eligible patron has two Leavenworth Public Library accounts, the accounts will be merged. The Library cannot merge an account or accounts from other home libraries.

V. Interlibrary Loan

- A. Patrons can request up to 3 items a day, including periodical articles, from libraries outside NEXT. Items found in NEXT can be requested if they are lost, missing or overdue for 60+ days.
- B. Loan periods, renewals and lost/damaged fees are subject to the rules of the owning library.
- C. Patrons pay all costs incurred for loans from libraries outside Kansas, including return postage.