

Nassau County Library Policies

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Circulation Policy

LIBRARY CARD APPLICATION:

To obtain a library card without charge you must be a permanent resident of the state of Florida. You are also eligible for a card if you own property or a business in Nassau County. Proof of residence, or property ownership, is required at the time of application. The most common proof accepted is either a current Florida Drivers License or voter's identification. Other acceptable forms of identification include: a current rent receipt, checks with imprinted address, personal piece of mail with current postmark, etc..

Lost or stolen cards should be reported to the library immediately for your own protection. A fee of \$2.00 is charged for replacement cards. Each library card has a unique number, if a new card is issued; the old card number becomes invalid.

NON-RESIDENT BORROWING:

If you are not a resident of the state of Florida you may obtain a borrowers card by paying a yearly fee of \$40. This card may be used by the entire family, and may also be paid up to one (1) year in advance to allow for continuous usage.

Children 17 and under who attend school in Nassau county, but who do not live in Nassau County, may be issued a card without fee for (1) year at a time. Proof of school enrollment will be required at time of card application.

CHECKING OUT MATERIALS:

Videos and DVD's are checked out for ONE (1) week, a limit of 5 per card.

All other materials are checked out for TWO (2) weeks.

There is a limit of twenty-five (25) items per card, providing there are no fines on the borrowers card at the time of check out.

Materials may be renewed for (3) times, providing that no other person is waiting for the material. Renewals may be done over the phone, in person, or online through the automated catalog.

To borrow library materials you will need to present your library card. If you do not have your library card with you at the time of check out, you will be asked to show appropriate

identification before a staff member checks out materials to you. If this happens on more than one (1) occasion, you will be asked if you have lost your card and we will issue you a new card for the replacement charge of \$2.

RESERVING MATERIALS:

Materials may be placed on reserve as the material is ordered. A reserved item will be held for you for seven days, after which time the item will be placed back on the shelf or given to the next person on the reserve list whichever is the case.

Patrons requesting materials not already purchased may request these materials from Interlibrary Loan. A patron may also recommend the library purchase an item by using the library's request for materials form.

FINES & FEES:

- \$0.20 per day each for all items overdue that circulate for two weeks
- \$1.00 per day for all items overdue that circulate for one week
- \$1.00 per day will be charged for each interlibrary loan (ILL) item overdue
- \$1.00 per day will be charged for each piece of equipment overdue

*Maximum fine for all print materials is the replacement cost of the item.

*Maximum fine for all video tapes and DVD's is \$25 if the item is returned without damage within three months. After three (3) months the fine for the item is the replacement cost of the video tape or DVD.

*There is no maximum fine for ILL materials.

*There is no maximum fine for equipment.

There is a \$2.00 charge for the replacement of lost library cards.

When a patron owes fines or fees, their borrowing privileges will be restricted until account is cleared.

LOST & DAMAGED MATERIALS:

Full replacement value will be charged on all lost or damaged materials. Full replacement value is determined in the following manner:

The original purchase price of item, located on the MARC record.

If no price is given on the record, then: The current price as found on Amazon.com if the material is still in print.

If the material is no longer available in print, then the following scale will apply.

\$6.00 for all paperback materials

\$17 for all children's hard cover materials

\$25 for all videos and books on tape

\$25 for adult fiction hard cover books

\$40 for adult hard cover non-fiction books

\$60 for all books on CD and Playaways

Replacement cost for each magazine issue is \$5.00 per issue.

Replacement cost for each video, audio or DVD case or audio album is \$6.00

Charge for removing the pink band on ILL materials is \$2.00

Missing or damaged barcodes and mylar is \$2.00

Missing battery is \$1.00

There is no refund for a lost item that has already been paid for.

The following items may be purchased for convenience:

Battery (for Playaway) \$1.00

Lanyards \$1.00

Ear buds \$1.50

Audio cable \$6.00

Car adapter \$26.00

Patron Code of Conduct Policy

The Nassau County Public Library System strives to maintain all of its facilities in a peaceful, comfortable and safe manner. Library patrons are encouraged to use the facilities for studying, browsing, working and attending library sponsored programs. In order to implement this policy, the following Library Code of Patron Conduct has been adopted.

1. All library patrons will always conduct themselves in a manner which does not interfere with others, and is in keeping with library services and programs.
2. No loud, boisterous, abusive, harassing or unsafe behavior will be tolerated.
3. No smoking, use of tobacco, eating or drinking is permitted in library buildings.
4. No animals are permitted in the library except guide dogs.
5. No soliciting, campaigning, gambling or proselytizing.
6. No destruction of library property will be tolerated.
7. No use of library telephones. Emergencies should be brought to the attention of the staff who may give permission for the call to be made. Pay phones are available at most facilities.
8. Bags, packages, cases and back packs of all kinds brought into the library are subject to inspection upon leaving.
9. The Library is NOT responsible for loss or damage of personal belongings.

Disruptive library patrons or those who violate the Library Code of Conduct, regardless of age, shall be warned twice to cease the inappropriate behavior. At the third warning those who have violated the policy will be asked to leave the library facility.

Children

1. Children is defined as any minor under the age of 18 (FS 1.01)
2. Parents or Guardians, not library staff, are responsible for the behavior, safety and well being of children using the library or left on library property.
3. Children the ages of 10 and under must be accompanied by a parent, guardian or care giver at all times.
4. Parents, guardians, and care givers are encouraged to attend all childrens programs with their child.
5. Children of any age should never be left at the library for baby sitting purposes.

At closing time, for unaccompanied children ages 14 and under, an attempt will be made by library staff to contact the child's home by phone. If no one is available to pick up the child within a reasonable time (no longer than 15 minutes after closing), staff will notify the local

law enforcement agency, and will remain on site with the child until law enforcement assumes responsibility.

Internet Policy

INTERNET ACCESS

As a part of its information services, the Nassau County Public Library System provides access to the Internet at all of its branches. The Internet provides our patrons with a wealth of informational resources that supplement and enhance the System's collection. This policy reflects the mission of the System, which is to utilize resources that meet the informational needs of the residents of Nassau County.

The Nassau County Public Library System does not monitor and has no control over the information accessed through the Internet, and therefore is not responsible for the Internet's content. The Internet is an unregulated, global medium that provides access to current local, national and international information. As an unregulated entity, the Internet may also contain some information that is erroneous, biased, or controversial. **Parents or legal guardians of minor children (under the age of 18) have the responsibility of supervising their child's use of the Internet.**

Recommended sites for research are bookmarked on the library's computers. These sites have been selected by the library staff, following the guidelines as outlined in the **Collection Development** policy.

RESPONSIBILITY OF USERS

- Internet access is provided for legal purposes only. Users accessing, displaying, or downloading illegal text or graphics, or other illegal actions as identified in **Florida Statutes: Chapter 847 and the United States Code: Title 18, Part 1, Chapter 110**, and may lead to criminal prosecution.
- Users must comply with the **United States Copyright Law** when printing materials found on the Internet.
- Internet workstations will be available on a first-come first-serve basis. Time limitations may be imposed if others are waiting to use the workstations.
- The primary purpose of our Internet Service is to perform library-related research. Access to on-line communications, such as: e-mail, news groups, bulletin boards, and chat groups are also available.
- If a URL is blocked by the Library's filter, a patron may request the site be released. Library staff will review the site, and release the site, if it falls within the guidelines of the **Collection Development** policy. Additional consideration may be sought from the Nassau County Public Library Advisory Board.

- The Nassau County Public Library System's [Patron Code of Conduct](#) applies to persons using the Internet workstations. If a library user violates the Patron Code of Conduct while using the Internet, the library staff may end the Internet session.
- Misuse of a computer will result in the loss of computer privileges, possible loss of library privileges, and possible prosecution. Such misuse includes, but is not limited to, using the computer for illegal activities; hacking into the library computer system or any other system; damaging or attempting to damage computer equipment or software; interfering with systems operations, integrity or security; gaining unauthorized access to another person's files; sending harassing messages to other computer users; altering or attempting to alter the Library's computer's settings; and violating copyright laws and software licensing agreements.
- Library staff will assist patrons with basic start-up procedures. For further assistance, patrons may be referred to books, on-line tutorials, local classes, and other available community resources.
- Library staff members are happy to assist students in identifying appropriate sites.
- Library staff recommends that parents surf the Internet with their children.
- Minors must have the approval of their parent or guardian in order to use Internet workstations. Minors may not disclose, use, or disseminate personal information on the Internet.
- Parental or guardian permission of Internet use is granted by checking the appropriate box on a minor's application for a library card.