

NTLC INTERLIBRARY LOANS

The Justin Community Library participates in the NTLC interlibrary loan program. The Library will request material from participating libraries in NTLC that are not available to its patron's locally. Patron's account must be active and in good standing with no fines or overdue materials to use this service. The library honors any restrictions and/or check out periods the lending library may place on their material. Patrons are responsible for all materials borrowed from the NTLC. Interlibrary loan items checked out by a patron are subject to the same late fees as a regular item from the patron home library. The Patron also agrees to pay any additional charges assessed by the lending library. Requested items will be held for 7 days. If the item is not picked up within the time allotted, the loan request is canceled and returned to the lending library.

WORLDCAT REQUEST

WorldCat is an extension of the Inter Library Loan service designed to improve the library experience. WorldCat offers a broader range of materials than any single library can provide. Adult Patrons, with active membership in good standing for at least 6 months, are eligible to fill out the additional application necessary to request items from the WorldCat system. All items borrowed are the responsibility of the Library Patron and must be returned to the Justin library. Patron is responsible for any overdue fees that occur, plus any additional fees from the loaning library. Privileges will be suspended if a Library Patron loses their "in good standing" status. In order to remain in good standing Patrons are required to borrow materials once every 90 days at the Justin Community Library and pay any and all fines or fees assessed from the Justin Community Library or from any other library. Library Director has discretion on revoking privileges or suspend WorldCat requests. WorldCat application and request forms can be located at the circulation desk. Items will be held for one week once they have arrived at the library.

REGULATIONS: DISCLAIMER ON UNAUTHORIZED MATERIALS AND INFORMATION

The Library will make reasonable effort to insure that unauthorized materials and information are not left on Library property or inserted into books, periodicals, videos, DVD's and recordings. However, the Library will not be held liable or responsible should such instances occur.

RECONSIDERATION OF MATERIALS

The library cannot take responsibility for ensuring that the intellectual content of materials is verifiable, right, true, or guaranteed not to be offensive to members of the community. The library holds that the selection of reading, listening, and viewing materials is a purely individual matter. While each citizen is free to reject for himself/herself any materials of which he/she does not approve, no one can exercise that right for others. The responsibility for the reading, viewing or listening of children rests with their parents and legal guardians. Selection will not be inhibited by the possibility that controversial materials may come into the possession of children. Materials not deemed suitable for children may be added to the teen or adult collection as appropriate. The library defends the principles of the freedom to read and use library materials. No library materials shall be removed from the collection under any legal or extra-legal pressure except after independent determination by and under orders from a judicial court of competent jurisdiction and only after an adversary hearing, in accordance with well-established principles of law. The controversial nature of materials is not sufficient reason to remove an item from the collection, without a formal review as described below. To have a reconsideration request considered, a citizen must: Be a registered borrower of the Library or the parent of a registered borrower minor. File a complete Citizen's Request for Reconsideration of Materials form, available from the Library Director, Supply full name and address; anonymous complaints will not be reviewed. Upon receipt of the completed form, the Library Director will appoint an ad hoc, Materials Review Committee made up of knowledgeable library staff to review the reasons for the complaint along with the item in question and to make a recommendation regarding the result of the reconsideration request. Based on that recommendation, the Library Director will make a determination about the item in question and contact the citizen to explain the result of the review. Should the citizen request further review, the Library Director will convene an ad hoc Materials Appeal Committee consisting of the Library Director, the Library Board, and other librarians or community members as the Director deems appropriate. The decision of the Materials Appeal Committee will be final. In the event that a complainant charges that a particular item is not protected under the First Amendment to the Constitution, the burden of proof rests with the complainant. Material under question will remain in the active collection until a final determination is made.



JUSTIN
— 1887 —

JUSTIN COMMUNITY LIBRARY

408 PAFFORD AVE.

JUSTIN, TEXAS 76247

Phone: (940) 648-2541, Ext. 6 (after 5pm Ext. 3)

Fax: (940) 278-1002

EMAIL: library@cityofjustin.com

HOURS OF OPERATIONS:

MONDAY	CLOSED
TUESDAY	10:00AM-5:30PM
WEDNESDAY	10:00AM-5:30PM
THURSDAY	10:00AM-5:30PM
FRIDAY	12:00PM-5:00PM
SATURDAY	CLOSED
SUNDAY	CLOSED

LIBRARY POLICIES PURPOSE

Borrowing materials from the Justin Community Library is a service and a privilege extended by the City of Justin to facilitate the use of its library books and other materials. The purpose of these circulation policies is to insure that the use of the materials is handled fairly and equitably, providing reasonable protection and inventory control for the items. The Library Director is authorized to enforce such rules, procedures, and limitations as may be necessary for the protection of this City's library property, as well as for the widest and best use of the materials. This includes limiting by type, subject, format, quantity, and number of times an item may be circulated. The Library is also authorized to establish rules, procedures, and parameters for the provision of borrower's registration. As well as privileges, library card use, and renewals.

REGISTRATION AND BORROWER CARDS

Registration is available to all persons residing within the Justin city limits or Denton County. Qualified individuals may register for a library card by presenting positive identification with a valid drivers license or state ID and upon verification of current address by providing a current monthly reoccurring bill in their name. The individual must be present at the time of registration. Use of fraudulent information in registering for a library card for the purpose of defrauding the Library will result in a denial of Library privileges. By registering for a library card, the individual agrees to abide by all policies and rules of the library and acknowledges responsibility for all items checked out on the card including reasonable care and protection from damage. By obtaining a card the Patron agrees to pay for any lost or damaged materials checked out on the card, as well as any fees assessed on the account. Individuals five through seventeen (5-17) must be present and accompanied by a parent or legal guardian, to register for a library card. The parent or legal guardian must present the required positive identification and verification of address set by the library. The parent or legal guardian accepts legal responsibility for the child's use of the library and all materials checked out on the child's card, including charges for lost or damaged materials and any library fees assessed on the account. Applications must be filled out completely.

LOST & REPLACEMENT CARDS

Library patrons are responsible for notifying the library of a lost or stolen card so that a block may be put on the account in order that no additional items may be checked out. Library patrons are responsible for materials checked out on lost or stolen cards that have not been reported. Replacement library cards are available for a fee of \$1.00 payable at the time of the request. Identity verification is needed to receive the replacement card.

CHECKING OUT MATERIALS

A library Patron should present his/her library card in order to check out materials. If the library card is not in his/her possession, materials may be checked out with a government issued photo ID. Patrons with outstanding fees will not be allowed to check out materials until balance is paid. All materials may be borrowed by cardholder for two (2) weeks. There is a limit on how many items can be checked out by a patron. Patrons may not exceed these limitations:

	Adults	Children (5-17)
Books---	15 per card	10 per card
DVDs---	7 per card	5 per card
Audio BK-4	per card	1 per card

All materials will be checked by Staff prior to checkout to ensure materials are undamaged.

NEW PATRONS

New Card: 3 month Trial Period of 3 items at any given time. This may be 3 books or 2 books and 1 DVD/Audio. For the protection of library property the library has a Trial period for all new card holders. This time may be shortened or extended at discretion of staff. Patrons must have a circulation history of a minimum of 5 circulations before trial period may be waived.

LIMITS

For the continued protection of library materials library reserves the right to restrict the circulation of multiple titles in the same series. There will be a limit of 2 titles in same book or movie series and a limit of 1 title in the same Television and audio book series.

FEES

Fees are located in the city's fee schedule in the Code of Ordinance and may change at any time. Fees are currently set at \$0.25 per day for books and \$1.00 per day for Media materials. The Justin Community Library does offer a one (1) day grace period on all materials.

RENEWAL POLICY

Library materials may be renewed through the Online Public Catalog or by staff at the Circulation Desk. Patrons may call the library and speak to staff or leave a voicemail requesting a renewal. Patrons may also contact Staff by email to request renewals. All materials are eligible for one (1) renewal. Items with holds will not be renewed. In order to renew an item the borrower's account must be in good standing with no overdue materials and must have no outstanding fees, charges, or other restrictions.

CHECK IN POLICY

Items may be returned to Justin Community Library in the designated book drop located on the north side of building. Audios and DVD must go in the media drop. All items are checked for damage and for missing pieces before they are checked in and removed from a patron's account. A patron whose items are checked in after the due date will be assessed late fees by the library's automated system.

Items may also be returned to any library within NTLC (North Texas Library Consortium). Alvarado, Aubrey, Bridgeport, Krum, Lake Cities, Saginaw, Sanger.

HOLD REQUESTS

Patrons may request materials that are unavailable either at the desired time or location. Some materials may require additional travel time from other libraries within the NTLC. Staff will attempt to notify the borrower when the item becomes available, allowing seven days for pick-up of the item. The Library will strive to insure that the process of hold requests is administered fairly and equitably.

COURTESY NOTICE

The library automated system will notify patrons through their email address of upcoming due dates for materials. Not receiving a courtesy notice does not exempt the patron from any overdue charges.

OVERDUE OR DELINQUENT

It is in the best interest of all users of the library that borrowers return materials within the time limits set by the library. Library staff will attempt to contact overdue patrons by phone and e-mail. The library will not be responsible if the patrons contact information is not current. It is the Patron's responsibility to notify staff of updates to contact information. Borrowers with overdue materials, fees, or charges on their account will not be considered in good standing with the library. Checking out items and other library privileges offered by the library will be blocked until fees or charges are paid. Library cards for the entire household will be blocked if there are outstanding fees.

LOST AND DAMAGED MATERIALS

Materials lost or damaged while checked out to borrowers must be paid for, along with processing fee in order for borrowing privileges to remain valid. On a case by case basis, the Library will consider accepting an exact replacement copy or material of same value in lieu of payment for a lost or damaged item; however, processing fees still apply. The Library has final authority to determine the acceptability of the replacement or substitute items. Library materials that are returned in a damaged condition will be evaluated according to current library guidelines. Minor damage may be repaired so that the material may continue to be used. Heavily damaged materials may be withdrawn from the collection. Fees for such damaged or lost materials are assessed by the library in accordance with the city's fee schedule. Items not found within a 30 day period, either by the patron or the library, the patron is billed the replacement cost and processing fee.

EBOOKS AND DOWNLOADABLE MATERIALS

In an society of constant technological advances the library strives to provide our patrons with access to these new forms of content. The Justin Community Library has partnered with the North Texas Independent Digital Consortium to offer ebooks and downloadable audio books to our patrons.