

AUSTIN PUBLIC LIBRARY CHECKOUT POLICY

PAYMENT POLICY

Patrons' borrowing privileges are to be restricted at checkout according to the following:

- Fines and charges under \$5.00
Remind the patron of the amount due on the record and that we would appreciate payment now or in the future. Full borrowing privileges.
- Fines and charges of more than \$5.00
The patron is denied borrowing privileges. The patron must reduce his/her amount owed to less than \$5.00 for privileges to be restored.
- Patrons with fines and charges of \$40.00 or more for 60 days or more may be billed an additional \$10 fee and the account turned over to an outside collections service.
- Patrons may renew material regardless of outstanding charges on their records.

CHECKOUT IDENTIFICATION REQUIREMENTS

To check out material, patrons already registered on the system must present one of the following:

- Library card with barcode
- Adults (16 and up) without library card:
 - Other ID (driver's license, checkbook)
 - No ID—no borrowing unless personally known by staff
- Children (under 16) without library card:
 - With parent who has ID, or personally known to staff
 - Alone, but verifies address information: limit to 2 school-related items
 - Children may not obtain a replacement card without their guardian present.

Last Reviewed: December 2016
Adopted: November 1996