

AUSTIN PUBLIC LIBRARY CHECKOUT POLICY

RESTRICTIONS ON BORROWING:

When a patron's fines and charges total \$5.00 or more, the patron is denied borrowing privileges and must reduce the amount owed to less than \$5.00 for privileges to be restored.

At the discretion of the library director, or designated staff member, a patron may be limited to borrowing only two items at a time (tagged with "RB" – or Restricted Borrower – status in the computer system), which also restricts that patron from borrowing certain items, such as wifi hotspots, Chromebooks and kiosk laptops.

Restricted Borrower status is also used for all patrons when they initially register for a library card, pending verification of their contact information and that they are in good standing within the SELCO region (no existing fines or additional cards already registered or recorded in the computer system). The verification process normally takes less than one week, after which the newly-registered patron is provided with full borrowing privileges.

SERVICES NOT AFFECTED BY FINES:

- Patrons may renew material regardless of outstanding charges on their records.
- Patrons may continue to use library desktop computers and wireless internet (on his/her own device), regardless of fines owed.

DEBT-COLLECTION PROCESS:

Patrons with fines and charges totaling \$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.

WAIVER OF FINES & FEES:

Fines and fees may be waived at the discretion of the library director or designated staff member. When fines are not waived at the circulation- or information-desk level, a patron may complete a Request for Waiver of Fines, which is submitted to the library director for consideration and determination.

CHECKOUT IDENTIFICATION REQUIREMENTS

To check out materials, patrons already registered in the system must present either a valid library card or a photo ID, such as a driver's license, state-issued identification card or student ID (with photo).

For registered patrons under 16 years of age, without a library card present, checkout of two items is allowed if the child can verify address and birthdate information. Additional materials may only be checked out if the child is accompanied by a parent with photo ID. A patron under 16 years of age may not obtain a replacement card without a parent/guardian present.

Last Reviewed: December 2018
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