Circulation and Access Policy



This policy governs eligibility for a library account that customers may use to borrow and enjoy library materials, services and equipment. By applying for a library account the customer agrees to abide by all Library policies and procedures.

Eligible Borrowers
Persons eligible for a library account include the following:

a. Residents of the Library district
b. Non-residents of the Library district who pay ad valorem property taxes within the district
c. Residents of the area included within the Northeast Kansas Library System (NEKLS)
d. Students and staff of any accredited educational institution within the Library district while they maintain student or staff status
e. State legislators and their immediate families
f. Active military stationed in Kansas

Individuals not included on the list above may be permitted an appropriate level of access determined by library administration.

Eligible account holders under age 18 must provide the name and address of a responsible adult when making application for a library account.

Use of Library Accounts To ensure the most equitable access to library resources, the library administration will establish guidelines to implement this Policy including but not limited to duration of borrowing periods, limiting the number of items a customer may borrow, duration of per session use of library computers~~,~~ use of borrowers' library accounts, and charges for loss or damage to library materials, equipment and facilities.

The in-person consent of a parent or guardian is required before customers under 17 years of age are allowed to borrow R-rated films.

Misuse of library accounts by not returning or damaging library materials may result in the loss of access privileges.

Customer registration and circulation records are exempt from the Kansas Open Records Law (K.S.A. 45-221 (23)). All customer account information will be used only for legitimate library purposes. Disclosure will be limited to the individual account holder and in the case of minors, the responsible adult listed on the account. Any other release of information will be limited to those situations required by law.

Responsibility of Customers
Customers are expected to responsibly manage their library accounts.

Customers are responsible for the care and return of all items checked out on their account.

In the case of lost cards, customers will be held responsible for all items checked out on their account up until the time the card is reported lost.

Customers will be assessed fees for overdue or lost items as determined by library administration.

Unpaid fees assessed to customers will be pursued for collection through library notices and/or a collection agency.

Library privileges may be denied to customers who fail to abide by the rules and regulations of the library.

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Board of Trustees
Topeka and Shawnee County Public Library