



Registration, Circulation, and Privacy Guidelines

Borrower Eligibility

To check out materials at the Kenai Community Library, a library user must have a library account in good standing and present their library card or a valid form of photo identification. A person may obtain a free library card by visiting the Kenai Community Library.

The Kenai Community Library is a member of the Alaska Library Catalog (ALC) consortium. To ensure equal access to library resources, each library user is limited to one account in the Alaska Library Catalog. Patrons with cards in good standing at other ALC libraries may elect to replace their current card with a Kenai Community Library card.

Applicants must fill out an application online or in person. A combination of photo identification and proof of current mailing address is also required. The following are examples of acceptable proof of mailing address:

- A postmarked piece of recent mail
- A rental or lease agreement (dated within the last 30 days)
- Bills, pay stubs, or a checkbook
- Current vehicle or voter registration

Applicants are generally required to appear at the Library in person to sign for their borrower card(s). Appropriate arrangements may be made at the library director's discretion for those who are unable to sign for themselves or who are physically unable to come to the Library.

Minors under eighteen (18) years of age must have a parent or legal guardian present to show valid proof of ID and address before receiving a library card. The responsible adult must be a current cardholder and be willing to assume the responsibility for the minor for misuse or abuse of the privileges of library usage.

Permanent cards expire after 2 years. Patrons with expired cards must verify that the information on the library account is still correct before checking out materials.

Online Card

Online library card registration allows patrons to expedite the library card application process and to receive limited access to library services for 3 weeks. Online cards are not renewable. Card holders must turn their online card into a permanent card by visiting the library and following the procedure outlined above.

Temporary Card

Temporary cards are available for Alaska residents who are unable to provide valid proof of address at the time of their library visit. They must still be able to provide valid photo identification and contact information (i.e. mailing address, phone and/or email). Temporary cards expire after 3 weeks, at which time they can be renewed (show proof of ID) or changed to permanent status. To change the status of an account to permanent, a patron must provide a valid photo ID and proof of mailing address at the services desk.

Nonresident* Card

Nonresident cards are available for applicants who are **not** claiming residency in Alaska. Nonresident patrons may check out up to 3 items at the time. Nonresident cards expire after 90 days (3 months) of issuance. Nonresident patrons must provide a means for library staff to contact them, including a mailing address and email/phone number. Expired nonresident cards must be renewed **in person**.

*are not physically in the state with the intent to remain in the state indefinitely or make a home in the state, and claim residency in another state, territory, or country.

Inactivated or Deleted Cards

Expired cards that have not been used for 3 years become inactive. Patrons remain responsible for any outstanding fines and fees that were previously incurred. Patrons with inactive cards may be required to complete a new registration form prior to borrowing materials.

PINs

All library cardholders have a PIN which is provided at the time of registration. PINs are necessary for accessing many of the library's electronic resources. If requested, staff

may reset a PIN when provided with photo identification. PINs may also be reset via the online catalog.

Confidentiality

We respect the privacy of all library users, no matter their age. In compliance with Alaska Statute 40.25.140, the library may not give out personal identifying information to anyone but the cardholder. A library card or valid government or school-issued picture ID must be presented by the cardholder to access their record. Staff may request picture ID at any time to access and ensure account accuracy.

Circulation of Library Materials

Loan Periods, Renewals, and Item Limits

In order to make materials available to as many people as possible, the library sets limits on loan periods, renewals, and the number of materials a person may check out:

- Up to 25 physical items and 7 digital items on permanent cards
- Up to 3 physical items and 7 digital items on temporary cards
- Up to 3 physical items and 7 digital items on nonresident cards
- Up to 7 digital items on online cards

Books and Books on CD

- Checkout period: 3 weeks
- 3 renewal unless requested by another borrower
- No limit up to the library card total item limit

NEW Books, Music CDs, DVDs, Board Games, and Magazines

- Checkout period: 3 weeks
- 1 renewal unless requested by another borrower
- No limit up to the library card total item limit

Lucky Day Books

- Checkout period: 3 weeks
- No holds
- No renewals
- No limit up to the library card total item limit

Chromebooks

- Checkout period: 3 weeks
- 1 renewal unless requested by another borrower

- 1 Chromebook per library card
- Requires permanent Kenai or Soldotna card and Electronic Equipment Liability form on file

Laptops

- Checkout period: 2 hours (in-house only)
- 1 renewal unless requested by another borrower
- 1 laptop per library card
- Requires permanent card and Electronic Equipment Liability form on file

Tablets and Tonieboxes and American Girl Dolls

- Checkout period: 7 days
- 1 renewal
- Requires permanent Kenai or Soldotna card
- Limit of 1 per card

Youth Services Kits

- Checkout period: 3 weeks
- No renewals
- Requires permanent card
- Limit of 1 per card

Adult Services Kits

- Checkout period: 3 weeks
- No renewals
- Requires permanent card
- Limit of 3 per card

Equipment

- Checkout period: 7 days
- 1 renewal unless requested by another borrower
- Requires permanent card
- Limit of 3 per card

Downloadable eBooks, Audio eBooks and eMagazines from the Alaska Digital Library

- Checkout period: 7 to 21 days
- Renewal unless requested by another borrower
- 7 downloadable items

Interlibrary Loans

- Books only
- Checkout period: dependent upon the lending Library
- Not eligible for renewal

Alaska Library Catalog

Kenai Community Library cardholders may borrow circulating materials, including books, DVDs, CDs and magazines, from/at any participating library in Alaska. Materials borrowed from participating libraries may be returned to the Kenai Community Library unless otherwise noted.

Cardholders of ALC partner libraries may borrow circulating materials, including books, DVDs, CDs and magazines, from/at the Kenai Community Library. Kenai Community Library materials borrowed by members of participating libraries may be returned to the member's home library unless otherwise noted.

ALC partner libraries may have different lending periods, renewal limits, and checkout limits.

Hold Requests

Library users may place up to 10 Alaska Library Catalog items on hold. Requests can be made in person, on the phone, or by using the online catalog. Requests are filled on a system-wide first come, first served basis.

Patrons will be notified by an automated email or a phone call when their request is available, unless in the rare event they have asked to not be notified.

Materials will be held for seven days from the date of the hold being processed.

Borrower Responsibilities and Privileges

The individual to whom the card is issued is responsible for the following:

- The return, in good condition, of all materials borrowed by the due date
- Always verifying that media cases contain all discs before checking out and before returning library movies, music, and audiobooks. Incomplete items may not be accepted for return
- Payment of fees incurred for any damaged or lost materials (See Fines and Fees)
- Reporting a lost or stolen card immediately
- All charges on the card until it is reported lost or stolen
- Reporting promptly any changes in name, address, or phone number
- All charges on the card as the result of lending the card or library materials to another individual

Parents or guardians of a library cardholder agree to be responsible for the above and to teach their child Library rules and guidelines to help in the use of their card.

In order to safeguard the collection and make materials available to as many people as possible, the library blocks cards

- When items have been 40 days overdue or when patrons owe \$10 or more in fines or fees. Library accounts will be reactivated when materials have been renewed and/or returned, and the account falls below the current threshold.
- When library correspondence is undeliverable. Borrowing privileges can be reinstated by bringing in one piece of recently postmarked mail (no older than 30 days).

Fines and Fees

As of October 22, 2020, the Kenai Community Library no longer charges late fines on overdue materials. This policy applies only to overdue items. Fees for damaged or lost items will still be charged to cardholder accounts.

Items that are 40 days overdue will be assumed lost, and replacement costs will be charged to the cardholder's account. If current replacement cost of the lost or damaged item is unavailable, the default replacement cost for each item will be charged instead (see City of Kenai Schedule or Rates, Charges, and Fees).

Bills for lost or damaged items may be paid through the patron's online library account or at the service desk (when possible). Substitute items may be accepted with prior approval by library staff. There are no refunds issued for recovered items (i.e., items returned after the replacement fee has been paid).

Materials owned by partner or ILL libraries are subject to the owning library's fines and fees. Fee payments can only be made at home libraries or online.