



Welcome to the Nephi Public Library! We are excited to have you in our library and assist you in any way that we can through your journey of discovery. Our library has a few things that we ask and require of all patrons, and that we formally call our Library Circulation Policy.

**To begin we require the following two items to acquire a new library card:**

1. Proof of Address and Photo ID to apply for a library card. Minors will need a Parent or Guardians permission.
2. For new patrons we ask a \$1.00 donation to cover the cost of a library card. Patrons living outside of Nephi City limits will be charged a \$25.00 user fee per family **per year**.

**Circulation Policy:**

Time of Circulation:

General Collection	14 days
DVDs and CDs	14 days
Hotspots	3 days

1. **Nephi City Patrons:** One card per family for the first three months. After three months you can obtain additional cards for family members if the family card has a good history.  
**Out of Area Patrons:** We only allow one family card, this reduces the cost to your family.
2. ALL new card holders will be limited to one item per family member per checkout for up to three (3) months. NO storykits or hotspots can be checked out by new patrons.
3. Materials can be renewed by phone during library hours or by leaving a message after hours. They can also be renewed on our website. One time per checkout.
4. Parents are responsible for materials borrowed by their children, and are responsible for youth cards that are signed for by the parent/guardian.
5. Service can be refused to an entire family until all materials are returned and all fines are paid.
6. Materials are due by closed of library on due date. Items returned after will be checked in on the next business day. Fines accrue ever day the library is open.
7. Fines:
  1. General collection late fee (per day) \$\$.10
  2. Missing Barcodes or labels \$1.00
  3. Damage of a material beyond normal use (assessed by the librarian)
  4. Loss of material/Damaged and unusable Cost of the material + \$2.00
  5. 3<sup>rd</sup> Notice Fee \$2.00
  6. Material Loss/no response/past 3<sup>rd</sup> Notice \$60.00 (Court fees)
8. All fines, losses and damage to materials beyond normal wear must be paid for.
9. Any patrons that have been turned into the courts two (2) times may be refused service.
10. Materials will be reserved on a first come first serve basis. Materials will be held for three (3) days after patrons are notified. Patrons can reserve material on our website.
11. Items can also be requested through Interlibrary Loan. Patrons are responsible for the return postage.
12. Damaged materials while on loan? PLEASE RETURN TO THE LIBRARY FOR REPAIR! Please don't repair them yourselves, our library uses special materials to repair. Normal glue and tape damages materials and you will be responsible for their replacement.
13. The Nephi Public Library and librarians reserve the right to refuse out-of-library service to any patrons who abuse library policies, materials, or privileges.