

## LOAN OF MATERIAL 01/01/16

### 4.1 Borrowers

A personal library card is free to any individual who lives in Bradley, Chicot, Desha, Drew or Lincoln Counties. Completion of an application and proof of residence is required. Children under 18 are required to have a parent or guardian sign their application.

Acceptable documents for proving residence are driver's license, utility and tax bills; checkbooks, letters from employers, rental managers or the equivalent.

Responsibility for all lost or damaged materials charged to a card rests with the registered patron.

An individual, who is a resident of Arkansas may make an application to use the Southeast Arkansas Regional Library as a **non-region resident**. Completion of an application, proof of residence and payment of a **\$20.00 per year** fee is required. This fee will cover the entire family.

### 4.2 Materials

Card holders may use library services and materials according to the current rules and procedures. All circulating material may be checked out to every valid cardholder with the exception of movie rated material. Juvenile card holders younger than 17 may not check out movies that have a motion picture rating of R or its equivalent. It is the responsibility of the parents and legal guardians to monitor what their children are checking out. Parents and legal guardians are responsible for all fees, fines, lost or damaged items checked out on their children's library card.

Certain restrictions or allowances may apply, depending on collection strength, demand, material type, opening hours, etc. Some items require a refundable deposit.

### 4.3 Overdue materials

The purpose of the Library's overdue and retrieval policy is to encourage the return of the Library's materials. Persons will be given every opportunity to return the materials; however, legal action may be taken against those who violate the law by not returning materials.

The following overdue reminders may be sent.

**OVERDUE**

1 week

2 weeks

**CORRESPONDENCE**

letter/email

letter/email

After a month, the items are marked long overdue and the system blocks borrowing privileges. If materials are lost, the user is required to pay the replacement cost of the materials.

Failure to return materials and pay charges will result in the loss of library privileges.