**Circulation Policies**

Approved April 28, 2008, Amended May 3, 2012, Amended February 20, 2020, Amended January 26, 2023

**Registration Eligibility**

Library cards are free to all residents of Georgia. Persons who attend school, own property, or employed in Georgia are eligible for a free PINES card. Patrons of both PINES and non-participating Georgia public libraries may receive a PINES card. Users from non-participating Georgia libraries shall have the same privileges as PINES users. PINES cards are valid for 2 years. Out-of-state cards are available to persons living outside Georgia.

Proper identification must be presented to register. Citizens may present a valid Georgia driver’s license or ID, valid voter registration card, checks with pre-printed addresses, a utility bill, tax receipt or other piece of mail that shows the user’s name and present address. Signing a PINES card application denotes acceptance of responsibility for all fines and fees for lost or damaged items.

There is no minimum age for a child to receive a PINES card. A parent or legal guardian may register a child. Parent or legal guardian must show proper ID to register a child. A parent or legal guardian must sign the application for all children under 18. Signing a child’s PINES card application denotes acceptance of responsibility of all fines, lost or damaged materials.

Users will have Georgia PINES wide borrowing privileges yet belong to a “home” library. A user may have only ONE PINES card. A library card or driver’s license is required in order to check out materials. Library card barcodes may also be scanned from handheld devices.

Citizens of Georgia may register to vote at Margaret Jones Public Library during library hours. In accordance with the National Voter Registration Act, voter registration is linked to the issuance of library cards. If a patron is seventeen and a half years old or older and registers for a library card, staff must offer the opportunity to register to vote.

**Confidentiality of Patron Records**

The Georgia Law (O.C.G.A. 24.12.30) Confidentiality nature of library records prohibits the disclosure of any patron information, including titles checked out, amount of fines/fees owed, and phone numbers/addresses. All PINES library staff recognize the strict confidentiality of library records, and shall not disclose any information regarding library patrons unless legally compelled. If proper legal documents are presented, the Library Director must approve the decision to release confidential records.

**Circulation Periods**

A patron must present a PINES card in good standing to borrow materials or use a computer. A patron’s card will be blocked, and no services may be obtained with it if the patron has 10 or more overdue items, and owes $10 or more in unpaid fines and/or fees.
Library materials circulate for varying periods of time:

<table>
<thead>
<tr>
<th>Material</th>
<th>Duration</th>
<th>Material</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>2 weeks</td>
<td>Compact Disc</td>
<td>2 weeks</td>
</tr>
<tr>
<td>DVD</td>
<td>2 weeks</td>
<td>Equipment</td>
<td>Overnight or 3 days</td>
</tr>
<tr>
<td>Passes</td>
<td>7 days</td>
<td>Kits</td>
<td>2 weeks</td>
</tr>
</tbody>
</table>

A patron may check out up to 50 items on a library card. Materials on HOLD cannot be renewed. Renewal requests on other materials may be made in person or by phone. DVDs circulate for 14 days with a limit of 15 per patron.

Audiovisual equipment is loaned for 24 hours to adults 18 years of age or older (with proper id), but longer periods may be negotiated with the staff. Borrower must present valid ID to borrow equipment.

**Interlibrary Loans**

Georgians with a PINES library card have access to materials beyond what is available on their local shelves and enjoy the benefits of a shared collection of millions of books and materials. Any PINES cardholder may place a hold on items owned by participating PINES libraries, provided the item is eligible for holds. The item will be sent to the requesting library and staff will notify the patron. This is a free service. After the patron returns the item back to the home library, staff must promptly return the item to the lending libraries.

Occasionally, a patron will request a book that is not available through PINES. The book or photocopy will be mailed to the Margaret Jones Public Library. The patron is responsible for any shipping charges incurred.

**Overdue Items**

To encourage the prompt return of materials, all PINES libraries collect fines as penalty to those patrons who fail to return materials by their due dates. Fines may be paid at any participating library. Overdue notices are sent as a courtesy by GPLS. Failure to receive notices does not exempt patrons from the responsibility for library materials or overdue fines.

**Lost or Damaged Materials**

Patrons are responsible for all library materials checked out to them. If library materials are lost or returned so badly damaged that they cannot be repaired, the patron will be charged with a replacement cost. Parents are responsible for library materials checked out by their children. Lost items may be paid for at any PINES library. The cost of a book, video, or audiobook is listed in the PINES item record.

**Technology Lending**

Worth County Library has a variety of devices and computer equipment available for check out for in-library or at home use. Lendable technology is available on a first-come first-served basis. Technology can be borrowed for up to 14 days, is not eligible for holds, and is available to be checked out by PINES library cardholders ages 18 and older, whose card is in good standing. Patrons must complete the Technology Lending Agreement Form in order to check out a device.
Patrons understand and acknowledge that while using WCL technology:

- Patron agrees to abide by the Library Behavior Policy and the Technology Policy.
- Use of WCL device for illegal purposes is expressly forbidden, in accordance with applicable legal statutes.
- WCL does not provide content filtering on devices. Use of WCL technology is at the patron’s own risk.
- Patrons can create, use and store personal data, including all files, folders, and media, on devices at their own risk. WCL is not responsible for the loss of personal data, including but not limited to files, folders, and media.
- Reconfiguring or disassembly of devices or computers is not allowed.
- Misuse of technology may result in suspension or termination of borrowing privileges.
- Patrons will be responsible for any and all damages to the Technology or any missing parts. The replacement value of the Technology and the replacement value of the individual parts will be outlined on the Technology Lending Agreement Form. In the event of damage, the person who checked out the device will be responsible for the cost of repairs, up to the replacement cost.
- At the time the Technology is returned, a staff member will note the condition of the device on the Technology Lending Agreement Form, note any apparent damage, and note if any individual parts are missing. Before signing off on the return, the staff member will boot up the device to ensure that it is in good working order.
- A late fee of $3.00 a day will be charged for devices. After 14 days beyond the checkout period, the Technology will be considered lost and the full cost of the device will be charged to the patron.