

Circulation Policy

Check-Out Policies:

1. Books: Patrons may check out up to 15 books at one time. The lending period for books is 21 days. Books that are not on hold for other patrons may be renewed twice for a period of 21 days unless the item has a hold. Renewals can be done in person or by calling the circulation desk. Our automated system will automatically renew library materials twice if there are no holds. You may set up your library account to receive notices through email or text for holds, over dues, and renewal notification.
 - a) Patrons will be notified when their book on hold arrives at the library. Holds will be kept for three days after the initial contact; any holds not picked up within that time frame will be re-shelved or checked out to the next patron on the hold list. A note will be put in the patron's account that they did not pick up the hold.
 - b) Honor books may be taken when the person does not have a library card and they will be counted into circulation when returned to the library.
2. Magazines: Patrons may check out up to 15 at one time. Magazines are loaned for a period of 21 days with the option to renew them twice if there are no holds.
3. Music CDs: Patrons may check out up to 15 at one time. CDs are loaned for a period of 21 days and may be renewed twice if there are no holds.
4. DVDs and Blu-Rays: Patrons may check out up to five DVDs or Blu-Rays (or a combination of both adding up to a total of five items) at one time per household. The lending period for DVDs and Blu-Rays is seven days.
5. Audio Books: Patrons may check out up to 15 at one time. The lending period for Lease Audio Books is 21 days. Audio Books may be renewed twice if there are no holds.
6. Headphones, Mayfield Messenger, Video Games, and Board/Card Games must be checked out by signing for them at the Circulation desk. They must be returned to the Circulation desk before leaving the library.
7. Hot Spots: Adult patrons may check out one hot spot per household for a period of 7 days. Hot Spots will be inspected when they are checked out and checked in, and patrons must sign a contract making them responsible for any lost or damaged items. Hot Spots MAY NOT be returned in any GCPL book-drop. If a hot spot is found in a book-drop, the appropriate account will be charged a fine of \$25 dollars. If one is over 7 days overdue the whole household will be blocked from checking out anymore hot spots for 3 months.

Patrons are limited to 15 items total per library card. People who live in the same household are linked in our system. If anyone in the household has fees of \$5 or more, no one in the household will be able to check out until the account is in good standing. If anyone in the household has replacement fees for lost items, no one in the household will be able to check out.

Paid Services

1. For the convenience of our patrons, GCPL offers a copy machine with black-and-white print services for 15 cents per page. Staff may print from library email that people have sent documents for 15 cents a page.
2. Computer printing costs 15 cents per page.
3. GCPL has a fax machine for public use; patrons will be charged two dollars for the first outgoing page, and one dollar for any additional outgoing pages. Patrons may also receive faxes and will be charged one dollar for pick up. International faxes will be charged fifteen dollars for the first outgoing page and one dollar for any additional outgoing pages.
4. GCPL offers flash drives and earbuds for purchase.

Interlibrary Loans

In addition to materials that are owned by the Graves County Public Library, patrons may obtain books and other materials through the Interlibrary Loan Service (ILL). Any patron with a library card that has completed their first three check outs in good standing may use this service.

1. GCPL offers patrons the option to request books through interlibrary loan. In order for a title to be eligible to be loaned in this manner, the book must be at least one year past its publication date.
2. Patron must have completed their first three check outs in good standing before they are allowed to use the Interlibrary Loan service.
3. Patrons who wish to request a title through interlibrary loan may do so by filling out an interlibrary loan request form. Patrons may have up to three requests active at any one time.
4. Patrons will be contacted when their loan arrives at GCPL. The loan will be held for seven days after the initial contact. If it is not picked up within the seven-day time limit, the item will be shipped back to the lending library.
5. If, for any reason, GCPL is unable to acquire a requested item, the patron will be notified via telephone or email.
6. Patrons who wish to renew an interlibrary loan item may request a renewal by calling GCPL at least five days before the original due date. Because the lending library sets due dates on interlibrary loans, not all renewals will be possible. If the item can be renewed, the patron will be contacted as soon as possible. If the patron does not receive confirmation on a renewal, the item's original due date will stand.
7. Any Interlibrary loan that is returned past its due date may prevent the patron from requesting anymore Interlibrary loans, and any Interlibrary loan that is not returned will be billed to the patron to replace.

Collection Requests

1. If a patron wishes to request an item to be added to GCPL's collection, he or she may fill out a request card. Please note: requests are not orders; not all requests will be filled. GCPL must choose which items fit best into the collection using the Criteria for Materials Selection outlined in the Collection Development Policy.
2. Once an item is requested, patrons should wait up to a month before item will be available and be called for check out. If you are not called within a month, you may check with the library to see if item was ordered.

Computer Use Policies

1. Patrons with valid library cards are welcome to use GCPL's desktop computers. All patrons using computers must adhere to GCPL's Internet/Wireless Hotspot Use Policy, and any patron in violation of the policy will be asked to leave the computer area and may be suspended from computer use for an amount of time deemed appropriate by the library director.
2. Patrons must have their library card present in order to use any GCPL computers.
3. Patrons aged 12 and over may use the desktop computers.
4. Children 11 and under must have a person 21 years of age or older sit beside them on the computer.
5. Desktop computer use is limited to two hours per day. Time may be extended in special circumstances if approved by a GCPL staff member. (Examples: Homework, Job Searching)
6. Out-of-state guests or people without a library card may use the desktop computers by obtaining a visitor pass. Must show picture I.D. with current name.

Lost or Damaged Items

If a patron loses or damages an item belonging to the library, the item will remain on the patron's account and the patron will be responsible for charges related to replacing and processing the item. Items that are a year overdue will be considered lost. Refer to the Lost and Damaged Items Policy for further information.

Online Databases

GCPL offers several online databases for patron use. These are accessible through GCPL's website and may be used either on- or off-site. In addition, GCPL offers access to Ancestry.com through the on-site computers. Databases require patrons to log in using their library card number. Note: Kentucky Libraries Unbound requires a PIN at login; GCPL PINs must be made by setting them up in person or by phone on the patron's library account.

Closing

1. GCPL's hours are 9:00 a.m. to 8 p.m. Monday-Tuesday and Thursday-Friday; 9:00 a.m. to 5 p.m. Wednesday and Saturday.
2. GCPL will serve any patrons who are in line at the circulation desk at closing time.
3. Books returned in the outdoor book drop after operating hours will be checked in the next business day before opening.
4. GCPL's public-use computers will shut down each day 15 minutes before closing.

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