



CITY OF RANCHO CUCAMONGA

KIDSMOBILE CIRCULATION POLICY

POLICY NO.:
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EFFECTIVE: 8/8/02
REVISED:
APPROVED: 11/14/02

PURPOSE:

The purpose of this policy is to establish guidelines governing the borrowing of materials specifically for the Kidsmobile. Guidelines include establishing what policies will be the same as regular library policy and what areas will offer alternative options based on the special needs of youngsters and the school environment.

BACKGROUND:

The Kidsmobile is a vehicle designed as a bookmobile and dedicated to children's services. In addition to park and neighborhood stops, the Kidsmobile visits school sites, at the request of the school, to provide book materials to registered youngsters.

The Kidsmobile circulation policies have been developed with the following priorities in mind:

- 1) Safety of youngsters and staff
- 2) Ability to maximize the opportunity of a library visit to the schools.
- 3) Protecting the collection of materials

CIRCULATION POLICIES:

- 1) All Circulation policies will apply to the Kidsmobile activities with the following exceptions:
 - a. No fines will be charged or collected on Kidsmobile materials
 - i. This policy is adopted as a safety item, to prevent the presence of cash on the vehicle and as a method to increase the use of materials by children,

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- knowing the youngsters using the Kidsmobile would not have cash available to clear fines on the visitation day.
- b. Standard loan period on Kidsmobile books is four weeks instead of two weeks.
 - i. School visits are scheduled every two weeks. This gives youngsters two opportunities to return their books before they are overdue.
 - c. Children are limited to borrowing three books at school stops and five books at afterschool stops.
 - i. The small collection available in the Kidsmobile prompted the reduction in the number of items allowed to be borrowed per youngster per stop.
 - d. Schools will be allowed to photocopy youngster's library cards for class room use as long as the parent has signed a release form, allowing them to do so. (Form attached.)
 - i. Youngsters frequently forget to bring their library card to school on their visit date. This process ensures a maximum use of the Kidsmobile during each school visit.
 - e. If materials are borrowed other than Kidsmobile items and fines are accrued, the fine threshold before a card is blocked and a child unable to borrow Kidsmobile books is \$9.99. (An amount of \$10 or more in fines will result in a suspension of borrowing privileges for the card holder.)
 - i. For safety reasons, patrons are not allowed the option of paying fines on the Kidsmobile, so the threshold is higher, to reduce the number of youngsters blocked.
 - ii. When the fine is paid or reduced below \$10, the card is again fully usable.