

## EASTERN SHORE PUBLIC LIBRARY (ESPL) CIRCULATION POLICY

Patrons are asked to present their library card or a valid photo identification when checking out materials to ensure the correct patron account is used. Library users must have a library account in good standing when checking out library materials and using some library eResources. Borrowing library materials without presenting a library card can be approved by library staff if they are able to verify the patron's identity, which may include presenting photo identification.

Most circulating materials may be checked out for a period of 28 days. Video recordings and new books are checked out for 14 days. Most items may be renewed twice; however, items on hold for another patron may not be renewed.

There may be a limit on the number of items that may be checked out. Out-of-state cardholders see ESPL Registration Policy. There is a limit of ten DVDs that may be checked out at a time.

Books which are not in the library's collection may be requested for purchase by the library or borrowed through interlibrary loan. Ask library staff how to submit a request.

*Reserving materials:* Holds may be placed on all circulating items. There is no charge to place a hold. Using the online catalog, a patron can access many features including the ability to create holds and renew items. A personal identification number (PIN) is needed to access a patron account. Library staff will assist in the creation of the PIN at the library or by phone. When an item is ready for pickup, patrons will be called or emailed if a valid email is on file. The item will be held for patron pickup for five working days.

*Overdue notifications and fees:* The library's book drops are unlocked at all times, and all library materials may be returned in the drop. All items may be returned to or renewed at any branch of the library system. Patrons may also call the library to renew their items or may renew their items online by logging into their accounts.

If the patron has a valid email on file, the patron will receive overdue notifications by email three days prior, then every 7 days thereafter. Two print notices will be mailed to patrons who have not returned or renewed library materials by the date on which they are due. The first print notice will be mailed 30 days after the date due. The second print notice will be mailed 60 days after the first notice. No one receiving a second notice will

be allowed to continue borrowing library materials until these materials are returned or the replacement cost has been paid.

There are no fines for the late return of materials, although it is helpful if patrons keep their accounts current by returning materials on or before the due date. When an item is more than 90 days overdue or a patron has reported an item as lost, the full retail value of that item will be added to the borrowing patron's account. If the retail cost cannot be determined, the following costs will be incurred:

Adult Hardback	\$30.00
Adult Softback	\$15.00
Children's Hardback	\$15.00
Children's Softback	\$10.00
Videorecording	\$15.00
Paperback (Mass Market)	\$ 7.00
Magazine	\$ 5.00

Borrowing privileges will be blocked for patrons with a balance that exceeds \$20.00 for lost or damaged library materials. Block status cannot be overridden without the approval of the Library Director or their designee. If at least 10% of the amount due is paid at each transaction, patrons can have up to two items checked out at a time. Any patron with a blocked card is still free to use library materials and computers while visiting the library, but may not have access to some of the library's eResources.

*Damaged materials:* Patrons who return library materials in such damaged condition that they are irreparable and will have to be discarded will be charged full retail cost as listed above. If a patron claims that they have returned materials or never checked them out, the staff will search the shelves and other records in an attempt to find them. If the matter cannot be resolved, the staff will make a claims returned notation on the patron's record. Patrons are allowed only one claims returned item on their accounts. The Library Director may grant additional claims returned items on a patron-by-patron basis.

No fine will be reduced without the approval of the Library Director or Manager unless a system error contributed to the creation of the fine. Patrons can request receipts at check-out. Account balances can be reviewed online or requested at the public service desk.

#### **4.11 Holiday Pay and Emergency Closings**

##### **Holiday Pay**

The Eastern Shore Public Library (Library) observes the following paid holidays:

New Year's Eve, New Year's Day (January 1); Martin Luther King Day (Third Monday in January; Presidents' Day (Third Monday in February); Memorial Day Saturday, Memorial Day (Last Monday in May); Juneteenth (June 19); Independence Day (July 4); Labor Day Saturday, Labor Day (First Monday in September); Election Day (first Tuesday after November 1); Veteran's Day (November 11); Thanksgiving (Fourth Thursday in November); Christmas Eve (December 24); Christmas Day (December 25).

Full-time staff receive three floating holidays each year and must provide two weeks notification of selected days to the Director. Floating holidays cannot be accrued.

When the Library is closed in observance of a holiday, employees who do not have to report to work will be compensated for their regularly scheduled hours. Part-time employees are eligible for pro-rated holiday time. Holiday pay will be calculated based on your straight time pay rate times the number of hours you would have otherwise worked on that day. Holiday pay is not counted for the purpose of calculating an employee's overtime hours of work.

##### **Emergency Closings**

At times, emergencies such as severe weather or power failure may require the closing of the library.

In general, the library will close if and when the County offices are closed. The Library Director retains the authority to close the library in response to an emergency or unsafe or unsanitary work conditions.

Part-time employees will be compensated for their regularly scheduled hours. In the event of a long-term closure due to unusual circumstances, the Library Director reserves the right to adjust the hours and/or pay of part-time employees.

A salaried employee who arrives late to work or who does not report to work due to weather related transportation difficulties may use annual leave for the missed hours. Part-time employees who do not report to work as scheduled will adjust their timesheets to time actually worked.

## DONOR RECOGNITION POLICY

### Purpose

The Eastern Shore Public Library (the “**ESPL**”) acknowledges with gratitude the generosity of its donors, past and present. To ensure appropriate recognition of donors, especially in the future, the ESPL Board of Trustees (the “**Trustees**”), in cooperation with the Eastern Shore Public Library Foundation (the “**Foundation**”), have approved the following donor recognition policies:

### General Donor Recognition Policies

1. **Ongoing/Annual Donor Recognition:** ESPL will provide for ongoing recognition of donors in the form of an annual report honor roll, periodic special communications, print pieces, donor features in media releases (with the donor’s permission), or in such other manner as the Trustees may approve from time to time.
2. **Central Donor Recognition:** ESPL will provide a central physical space for recognizing donors who have made annual or special gifts at levels established from time to time by the Trustees, in consultation with the Foundation.
3. **Ongoing Program Sponsorship:** On an ongoing basis, ESPL will recognize sponsors of programs, collections, special events or other resources in such manner as the Trustees may determine.

### Naming and Commemorative Options

1. **Responsibility:** The Trustees, in consultation with the Foundation, shall approve naming and commemorative options (an “**Option**”) including physical spaces (library buildings, rooms, and spaces within and outside the library), collections, programs and funds. The Trustees will work collaboratively with the Foundation to establish the donation amounts required for each Option, promote and secure donors for the Options, and work with the donor to determine the wording on the donor panel.

Naming and commemorative options at the library in Parksley must also comply with the Accomack County Naming Policy as long as the County owns the property. Applicable options must be approved by the ESPL Board of Trustees before being submitted to the County for approval.

2. **Selection of Option:** When donors make a gift or make a pledge, they may select an Option in recognition of their gift or to commemorate or honor others. The selected Option will not be available to others unless a pledge is not honored. The person to be honored or memorialized by the gift will be mutually agreed upon by the Trustees and the donor.
3. **Combined Donors:** One, two or three donors may elect to make a joint gift for a single Option. A donor may be an individual, a family or group of relatives, a civic group, a business or other group.
4. **Grandfathering:** Buildings, rooms, areas or other tangibles currently bearing a name approved by the Trustees prior to the adoption of these policies shall be reviewed and honored appropriately.
5. **Duration:** The duration of an Option shall be as follows:

A building shall be named for the life of the building.

A room or area shall be named until the building is renovated or for the life of the building, whichever comes first.

A tangible item shall be named for the life of that item.

A fund shall be named for the life of the activity it funds, or, if an endowment fund, in perpetuity.

- 6. Identification:** Named buildings, areas or items will be identified by an appropriate sign or plaque following guidelines provided by the Trustees. Named funds will be identified formally in print, and their use and impact will be communicated annually.

### **Special Fundraising Efforts and Campaigns**

A special fundraising effort or campaign (a “**Campaign**”) means the raising of more significant funds than ordinarily required for maintenance, renovation, programs, collections, endowments, staffing and operations, as determined by the Trustees. In a Campaign, contributions and pledges will be solicited and secured through the Foundation, upon the request of the Trustees. Funds will be deposited by the Foundation in a pass-through account and shall be designated for the Campaign. The purpose of the pass-through account is to permit the Foundation to make immediate distribution of the funds, or to invest the funds if time permits.

### **Endowment Funds**

The Trustees will work with the Foundation to establish a general endowment fund for the ESPL, to be used to maintain facilities, and to finance improved library services, collections, and programs in perpetuity. Donors may contribute to this general endowment fund, and will also have options to name additional general or restricted endowment funds at levels established by the Trustees from time to time. Donors may also contribute to other previously established general or restricted endowment funds.

The purpose of an endowment fund is to ensure that a donor’s gift to the ESPL provides revenue and support forever. The principal of the ESPL endowment funds will never be spent but will be invested and used in accordance with policies developed by the Trustees.