

SECTION 2 – Circulation Policies

Approved 6/16/88, Revised 2/1/95, 9/19/96, 11/21/96, 5/27/99, 7/15/99, 3/17/05, 4/21/05, 3/24/11, 6/21/18
Revised and effective Sept. 16, 2021

Registration Policy

Cumberland County Residents

Library cards are free of charge to 1) individuals who reside in Cumberland County, 2) individuals who reside on Ft. Bragg, 3) individuals who reside in dorms or other residences on the campus of Fayetteville State University and Methodist University, and 4) individuals who own property in Cumberland County. Children of the above, birth through fifteen years of age, may, with parental approval, apply for a regular or juvenile library card.

The above individuals (16 and older) must present a valid government-issued photo ID showing their date of birth and current local address (preferably a N.C. Driver's License or a N.C. special ID from the N.C. Driver's License Office). Individuals may also present a valid government-issued photo ID with their date of birth (military or other ID) and valid identification of current address (check books, utility bills, etc.). Individuals who live outside Cumberland County but who own real estate in the county must show proof of current county property ownership (preferably a Cumberland County property tax receipt) to obtain a free library card.

The Library will provide free library cards to active duty military personnel temporarily assigned to Fort Bragg who live within Cumberland County. Military personnel must present a valid Department of Defense issued photo ID and valid identification of current address.

Non-Residents

Persons who presently reside in North Carolina, but outside Cumberland County, may apply for a library card. Children of non-residents, birth through fifteen years of age, may apply with parental approval for a regular or juvenile library card. The annual fee for a non-resident library card is \$25.00 per individual. Non-residents must present a valid government-issued photo ID (as defined in the second paragraph above).

Approved 11/19/87, Revised 7/15/99, 3/20/03, 3/24/11
Revised and effective June 21, 2018

Confidentiality of Library Records Policy

It is the policy of this library to protect the privacy of those who use its services.

The library shall not disclose any library record that identifies a person as having requested or obtained specific materials, information, or services, or as otherwise having used the library.

Library records may be disclosed in the following instances:

1. When necessary for the reasonable operation of the library.
2. Upon consent of the customer with a valid government-issued photo ID.
3. Parents, legal custodians, or guardians with a valid government-issued photo ID may have access to the circulation records of their minor child (17 years old and younger) or of a legally incompetent adult.
4. In accordance with a properly issued subpoena, search warrant, or other order of a court of competent jurisdiction or where otherwise required by law (NCGS 125-19; USA PATRIOT Act – Public Law 107-56).

SECTION 2 – Circulation Policies

Approved 2/20/92, Revised 5/27/99, 5/1/02, 3/17/05, 2/16/06, 3/01/07, 7/01/08, 3/24/11, 12/12/13, 12/10/15, 6/21/18
Revised and effective Sept. 16, 2021

Circulation of Materials Policy

Circulation materials for the Cumberland County Public Library shall be selected books, periodicals, sound recordings, and video formats. Limits may be set on the number of items borrowed for materials in high demand. For new customers, limits shall be set on the number of items borrowed.

The borrowing privileges of the Cumberland County Public Library shall be:

1. Library customers in good standing (no excessively overdue materials and with accumulated charges below the threshold of \$10) have borrowing privileges within established loan limits.
2. Customers must have either their library card or a valid government-issued photo ID with them to borrow materials.
3. The borrowing privileges of delinquent customers are suspended until any overdue materials have been returned by them or waived by library staff AND payment of accumulated charges falls below the overdue fine threshold limit of \$10.00.
4. Customers who are 18 years of age or older shall be eligible to borrow DVDs.
5. Minors shall be eligible to borrow DVDs cataloged in the juvenile collection.
6. These guidelines also apply to customers holding valid library cards from NC Cardinal libraries.

SECTION 2 – Circulation Policies

Approved 6/17/93, Revised 5/15/97, 3/01/01, 12/1/05, 4/01/06, 7/1/08; 4/01/09, 2/1/10; 3/24/11, 9/15/11
8/20/12, 12/13/12, 3/27/17, 6/21/18, 10/17/19
Revised and effective Sept. 16, 2021

Materials Borrowing Procedures:

ITEM	WHERE CHECKED OUT	LOAN PERIOD	LOAN LIMITS	OVERDUE FEES
Books (excluding reference), hardback and paperback	All locations	3 weeks	200 hardbacks 200 paperbacks	None
Juvenile Books (excluding reference), hardback and paperback	All locations	3 weeks	200 hardbacks 200 paperbacks	None
Magazines (Serials)	All locations except Local and State History Room in Headquarters Library	1 week	50 (bound and current issues do not circulate)	None
Juvenile Magazines (Serials)	All locations except Local and State History Room in Headquarters Library	1 week	50 (bound and current issues do not circulate)	None
Map Files	Headquarters	Do not circulate		
Best-Seller Books	All locations	1 week	Same as books	None
Audio Discs (Spoken Word and Music)	All locations	3 weeks	25 at a time	None
Juvenile Audio Discs (Spoken Word and Music)	All locations	3 weeks	25 at a time	None
DVDs	All locations	1 week	15 at a time	None
Hotspots	All locations	3 weeks	1 at a time	None
Playaway View Playaway Launchpads	All locations	1 week	1 at a time	\$1.00 per day per item to a maximum of \$25.00 per item

The library assumes no responsibility for damage caused to a borrower's equipment by a library DVD or audio disc. The library DVD collection is for home use only, unless labeled for other use.

Approved 12/21/89, Revised 3/01/01, 12/01/02, 3/24/11, 9/15/11, 12/12/13, 6/21/18
Revised and effective Sept. 16, 2021

Damaged Materials Policy

Library customer assumes responsibility for damage to any Playaway Views, Playaway Launchpads, or Hotspots checked out to his/her account. Library customers who damage these items must pay the full list price of the item borrowed.

SECTION 2 – Circulation Policies

Approved 4/16/87 – Effective 5/1/87, Revised 3/01/01, 3/24/11
Reviewed with no changes 1/16/2020

Lost Card Policy

Lost library cards, damaged cards and cards on which the customer barcode can no longer be read must be replaced. There is no charge for replacement of damaged cards or cards on which the customer barcode can no longer be read. The charge to replace a lost card is \$2.00.

Approved 2/16/89, Revised 3/01/01, 3/15/09, 9/15/11, 12/12/13
Revised and effective June 21, 2018

Replacement of Lost Materials Policy

Library customer assumes responsibility for the loss of any Playaway Views, Playaway Launchpads, or Hotspots checked out to his/her account. Library customers who damage these items must pay the full list price of the item borrowed. The charge to a customer for the replacement of a Playaway View is \$100.00. The charge to a customer for the replacement of a Hotspot is \$105.00. The processing fee is \$5.00.

Revised 3/16/95 and 12/14/00
Reviewed with no changes 1/16/2020

Returned Checks Policy

The library shall charge a penalty of \$25.00 for all checks that are returned for insufficient funds. This is in compliance with the Cumberland County Board of Commissioners' decision in January 1999, and pursuant to North Carolina General Statute 25-3-506.

Approved 12/14/00 and effective 3/01/01, Revised 3/01/07, 3/24/11, 12/12/13, 6/21/18
Revised & effective October 17, 2019

Temporary Internet Access Card

Persons without a Cumberland County Public Library card may apply for a Temporary Internet Access Card that is good for one year by presenting a valid **government-issued** photo ID.