

# **BARTON**

## **LIBRARY**

*Dare to Know*

### **Checkout Guidelines**

#### **Students**

- Students need a current Barton photo ID with a barcode to check out library items.

#### **Faculty/Staff**

- Faculty and staff must provide their first and last names to borrow library items.

#### **Community Members**

- Community members can use a current Kansas public library card to borrow items.
- They must show a state- or military-issued ID or a driver's license for verification.

#### **All Patrons**

- Patrons must have a working phone number with voicemail and be at least 18 years old to check out items.
- A legal guardian can create an account and let a minor use it to check out items. The guardian must be present when the account is created.

#### **Checkout Rules**

- Books and audiovisual materials can be checked out for 30 days and renewed once.
- Magazines (periodicals) must stay in the library.
- Electronic devices (like laptops and Chromebooks) are only available to Barton students:
  - Devices have a 30-day checkout period and cannot be renewed.
  - Students must sign an Electronic Device Checkout Agreement before borrowing a device.
  - Devices must be returned by the due date.
  - If not returned on time, students will get an academic hold on their account starting the day after the due date.
  - Students are charged a processing fee even if the device is eventually returned.
  - Community members cannot check out electronic devices.

#### **Overdue Notices and Fees**

- The library will send overdue notices through its catalog system, phone calls, and email.
  - For students: Items overdue past the current term will result in an academic hold placed by the Business Office.
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- For community members: They cannot check out more items until overdue materials are returned.
- Patrons must pay for lost or damaged items, plus a \$10 processing fee per item.
- For electronic devices, the processing fee is \$50.
- Processing fees are required even if the materials are later returned.

**Contact(s):** Director of Library and College Archives

**Related Forms:**

**Relevant Guideline(s) or Plan(s):** [Borrower Registration](#); [Circulation Guidelines](#)

**Approved by:** Darren L. Ivey

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