

**HAWAII ADMINISTRATIVE RULES**

TITLE 8

DEPARTMENT OF EDUCATION

SUBTITLE 3

PUBLIC LIBRARIES

CHAPTER 200.7

LOAN OF CIRCULATING LIBRARY MATERIAL

Historical note: This chapter is based substantially upon chapter 8-200.2, "Loan of Print Material" [Eff 1/29/96; am and comp 1/7/99; R 05/24/2010] and chapter 8-200.3, "Use and Loan of Audiovisual Equipment, Audiovisual Software, Microcomputer Equipment, Microcomputer Software, and Non-Print Material". [Eff 1/29/96; am and comp 1/7/99; R 05/24/2010]

**SUBCHAPTER 1**

**GENERAL APPLICABILITY**

**§8-200.7-1 Applicability.** This chapter is applicable to the loan of circulating material from public libraries, except as otherwise provided. This chapter does not apply to the loan of materials from the library for the blind and physically handicapped, and the federal documents unit of the Hawaii state library, and to school library cards issued at public and school libraries. [Eff 05/24/2010] (Auth: HRS §§302A-1120, 312-1) (Imp: HRS §312-1)

**SUBCHAPTER 2**

**GENERAL PROVISIONS**

**§8-200.7-2 Availability of library materials.** (a) The system may maintain a collection of circulating materials for public use at designated public libraries.

(b) Available circulating materials may be listed in the OPAC. [Eff 05/24/2010] (Auth: HRS §§302A-1120, 312-1) (Imp: HRS §312-1)

**§8-200.7-3 Valid library card.** A valid library card is required for a library customer to borrow or place reserves for circulating library material. [Eff 05/24/2010] (Auth: HRS §§302A-1120, 312-1) (Imp: HRS §312-1)

**§8-200.7-4 Notice of due date.** Notice of the due date for library material shall be provided to the library customer at the time of check out or renewal. Any library material returned after the due date is considered overdue. [Eff 05/24/2010] (Auth: HRS §§302A-1120, 312-1) (Imp: HRS §312-1)

**§8-200.7-5 Renewal.** (a) A library customer may renew borrowed library material for one additional loan period, provided that the library material does not have a request placed against it for another library customer.

(b) Renewals may be made in person at the library or by telephone. A library customer shall have available, at the time of renewal, the item and the library card which was originally used to borrow the item.

(c) The system may provide a self-renewal option, which will allow the library customer to renew library materials via the online public access catalog for only one additional loan period, provided that the library material does not have a request placed against it for another library customer. [Eff 05/24/2010] (Auth: HRS §§302A-1120, 312-1) (Imp: HRS §312-1)

**§8-200.7-6 Return of library material.** Borrowed circulating material shall be returned at any public library and in the condition

borrowed. [Eff 05/24/2010] (Auth: HRS §§302A-1120, 312-1) (Imp: HRS §312-1)

**§8-200.7-7 Holds.** (a) A library customer may place a request with a valid library card on any circulating library material which is not immediately available. When a copy becomes available, a hold notice will be transmitted by regular mail or email informing the customer that the material is being held and that the material will be held for no more than sixteen days from the date the material is checked in at the designated pick up library.

(b) The library card used to place the request is required for a library customer to borrow the requested library material.

(c) A customer may authorize a family member to borrow a reserved item with the library card which was originally used to place the hold.

(d) The failure of the customer to cancel a request by the pickup date on the hold notice may result in a charge of \$1 per library material. The charge shall be applied against the library customer's library card account. [Eff 05/24/2010] (Auth: HRS §§302A-1120, 312-1) (Imp: HRS §312-1)

**§8-200.7-8 System downtime.** (a) Any library customer with a valid library card may be permitted to borrow any circulating library material during system downtimes.

(b) During system downtimes, a non-library card holder may be issued an identification number and allowed borrowing privileges after properly completing a library card application form and showing proper identification. [Eff 05/24/2010] (Auth: HRS §§302A-1120, 312-1) (Imp: HRS §312-1)

### **SUBCHAPTER 3**

#### **LOAN OF PRINT AND NON-PRINT MATERIAL**

**§8-200.7-9 Loan period for print and non-print material.** Unless otherwise specified, the loan period for circulating print and non-print material shall be twenty-one days. [Eff 05/24/2010] (Auth: HRS §§302A-1120, 312-1) (Imp: HRS §312-1)

**§8-200.7-10 Loan period for print hot picks material.** The loan period for a print hot pick shall be seven days. [Eff 05/24/2010] (Auth: HRS §§302A-1120, 312-1) (Imp: HRS §312-1)

#### **SUBCHAPTER 4**

##### **LOAN OF AUDIO MATERIAL**

**§8-200.7-11 Loan period for audio material.** The loan period for circulating audio materials shall be twenty-one days. [Eff 05/24/2010] (Auth: HRS §§302A-1120, 312-1) (Imp: HRS §312-1)

**§8-200.7-12 Loan limits for audio material.** No more than ten compact discs may be on loan to a library customer at one time. [Eff 05/24/2010] (Auth: HRS §§302A-1120, 312-1) (Imp: HRS §312-1)

#### **SUBCHAPTER 5**

##### **LOAN OF LANGUAGE LEARNING MATERIAL**

**§8-200.7-13 Loan period for language learning material.** The loan period for circulating language learning materials shall be twenty-one days. [Eff 05/24/2010] (Auth: HRS §§302A-1120, 312-1) (Imp: HRS §312-1)

#### **SUBCHAPTER 6**

##### **LOAN OF AUDIOVISUAL MATERIAL**

**§8-200.7-14 Loan period for audiovisual material.** Unless otherwise specified, the loan period for audiovisual material shall be seven days. [Eff 05/24/2010] (Auth: HRS §§302A-1120, 312-1) (Imp: HRS §312-1)

**§8-200.7-15 Loan limits for audiovisual material.** Unless otherwise specified, no more than ten DVDs and ten videos may be on loan to a library customer at one time. [Eff 05/24/2010] (Auth: HRS §§302A-1120, 312-1) (Imp: HRS §312-1)

**§8-200.7-16 Loan fee for audiovisual material.**

(a) Unless otherwise specified, videos and DVDs may be borrowed upon payment of an enhanced service fee of \$1 for each video or DVD per loan period.

(b) The library manager may waive the payment of any fee for a DVD or video loan if the library customer is able to present proof of financial hardship as demonstrated by the library customer's eligibility for public assistance. Acceptable proof of being a public assistance recipient may include one or more of the following:

- (1) Valid Medicaid identification card (permanent);
- (2) Valid Medicaid identification card (temporary); or
- (3) Current identification card for state food stamp program.

(c) Fees for videos or DVDs may be temporarily discounted at the discretion of the state librarian or designee for a specified library promotional purpose. [Eff 05/24/2010] (Auth: HRS §§302A-1120, 312-1) (Imp: HRS §312-1)

**§8-200.7-17 No loan fee for public education audiovisual materials.** A public education video or DVD may be borrowed for no fee. [Eff 05/24/2010] (Auth: HRS §§302A-1120, 312-1) (Imp: HRS §312-1)

**§8-200.7-18 Rewinding of videos.** A library customer shall rewind a borrowed video before it is returned to a public library. The failure of a library customer to rewind the video upon return, and requiring the public library to rewind the video may result in the library assessing the customer a charge of \$1 per video. [Eff 05/24/2010]  
(Auth: HRS §§302A-1120, 312-1) (Imp: HRS §312-1)