

Loan policy, Kentucky Talking Book Library Updated 5/21

The mission of the Kentucky Talking Book Library is to provide reading materials in accessible format, as well as playback equipment, for registered borrowers who are physically unable to read print. In order to do so, we must rely on the cooperation of our patrons to take care of materials and return them on time. We want you to enjoy the freedom to read, but with that freedom comes some responsibility. All playback equipment and braille books are the property of the National Library Service for the Blind and Physically Handicapped, Library of Congress. Digital cartridges and mailing containers are the property of the Kentucky Department for Libraries and Archives.

1. Our loan period for all materials is 30 days. This is comparable to the loan period at most Kentucky Public Libraries. Please be considerate of your fellow readers and return each book or cartridge as quickly as possible. The checkout date is printed on the address card of each book. If you receive a new shipment of books, it is a sign that you should finish up and return the previous shipment.
2. KTBL has a limited number of digital cartridges to circulate to its patrons. Each patron is limited to 3 cartridges on loan at any given time. We must rely on patrons to return all cartridges within the loan period so we have a continuous supply of them for daily circulation. Audio book readers will start with 1 digital cartridge at a time. We must receive your previous cartridge before we will send another. After you have established a pattern of returning items on time, we will increase this limit on request.
3. Each braille reader has a maximum number of braille items that may be checked out at one time. Once you reach this number, you will not receive any more books until you have returned some. We will lower this number at our discretion if you have trouble returning items by the due date.
4. We will be glad to increase (or decrease) the number of books we send you, provided you are able to read and return them on time. If you want to receive books every week, you should only get as many as you can read in a week. If you want to receive books every other week, you should only get as many as you can read in 2 weeks. Otherwise, you should only receive as many books as you can read and return within 1 month.

5. You are responsible for all materials that are checked out to you. Do not share books with anyone else, whether or not they are a registered talking book user.
6. Evidence of negligence, tampering, deliberate damage, or disregard of library policies may result in a 3-6 month suspension of service.
7. If you have not finished a braille book by the due date you may ask us to renew it. We will do so if there is not a waiting list for the book. If there is a waiting list, we will ask you to return the book and we will send it to you again at a later date. We can renew a digital cartridge once.
8. Unlike most libraries, the Kentucky Talking Book Library does not charge a fine for overdue books. However; that does not mean that overdues are permissible. If you are notified about an overdue book, please take the time to look for it to make sure it has not been accidentally misplaced. Return it as soon as possible. Call us if you cannot find it so we can update your record accordingly. If you have a compelling reason why you have an overdue book, please let us know so we can work with you.
9. We make a note on your record each time we notify you about an overdue book, you report a book as lost, or books are damaged due to negligence, tampering, or vandalism. An occasional overdue, damaged, or lost book is nothing to worry about, but repeated occurrences may result in reduced or suspended service. A failure to respond to 3 overdue notices may result in suspended service.
10. Machines and accessories are on extended loan for as long as you actively use talking book service. Please keep the box for return mailing. If you are not using our service, you are expected to return the machine to us so that someone else may use it. You may always restart service later.
11. Patrons are responsible for taking care of equipment. We will replace defective players upon request. Return the defective player as soon as you receive a replacement.
12. Evidence of tampering with or vandalizing equipment will result in a 3-6 month suspension of service. Evidence of insect infestation will result in suspension until the patron sends a letter stating they have taken measures to correct the insect problem.