

# IDA GROVE PUBLIC LIBRARY

## Circulation Policy

### Policy

To establish fair and equal access to library materials, the Ida Grove Public Library Board of Trustees has developed the following circulation policy for eligible patrons of the Ida Grove Public Library.

### Obtaining a Library Card

Anyone seven years of age or older may apply for a library card valid for up to two (2) years. Two forms of identification are required to obtain a library card. A photo ID with a current physical address will be required to verify address. A post office box will not be accepted for the current address, only for mailing purposes.

Acceptable forms of identification may include:

- State of Iowa issued driver's license, or ID, with current address
- Lease agreement
- Vehicle registration
- Utility bill
- Any legal document with a current address

All applicants must provide the library with a working phone number where they may be reached or may receive messages.

Patrons under the age of eighteen without a valid Iowa driver's license must have a parent or guardian present to apply for a library card. Applicants are responsible for all fees, fines, and materials checked out or rented on the card. Parents or guardians assume responsibility for lost, stolen, damaged, or overdue items on their minor children's cards. Parents or legal guardians whose names are listed in the patron record may have access to information on a minor's account, regarding items for which they are responsible, after verification of information (reference Privacy and Confidentiality Policy).

All library cards are eligible to check out items up to the loan limits as described below. However, patrons who habitually disregard library policy concerning the care, return, and/or payment of accrued fines or fees may be placed on a conditional status. Conditional status limits checkouts to four regularly circulating items (books, magazines, audiobooks, etc.) and two movies. Any patron is subject to being placed on conditional status for habitually damaging or losing materials, returning materials late, or keeping materials longer than two months. Patrons will receive written notification if they are placed on conditional status after receiving full privileges. The length of time a patron will remain on conditional status will be determined by the library director.

Library cards will expire two (2) years from the date of issuance and must be renewed to remain active.

### Loan Periods and Limits

Patrons may borrow up to twenty-five (25) items, subject to the availability of material after the conditional patron status has been met. These items may be any combination of up to twenty-five (25) print items or audiobooks and/or five (5) DVDs.

The loan period for circulating library materials will be as follows:

- Books .....14 days
- Magazines .....14 days
- Audiobooks .....14 days
- Cake Pans .....7 days
- Fitness DVDs .....7 days
- DVDs .....3 days

The library director, or designee, reserves the right to modify the loan period depending upon the needs of the library.

Non-circulating materials may be used by the general public, but only within the confines of the library. These materials include reference materials, current issues of periodicals, newspapers, genealogy and local history reference materials, and microfilm.

### **LaunchPad Children’s Museum Admission Passes**

The library offers registered adult cardholders (ages 18 and over) the option to check out a free admission pass to the LaunchPad Children’s Museum in Sioux City, Iowa. To utilize the free admission pass, library cards must be in good standing. No exceptions will be made for accounts with accrued fines and/or fees. The following applies to all checkouts of the LaunchPad Admission Pass:

- LaunchPad passes must be checked out in person at the library. Membership passes will be checked out for a three (3) day period and cannot be renewed.
- Availability is subject to change during holiday weekends or special events at the request of the LaunchPad Children’s Museum.
- Passes are good for regular admission of two adults (ages 18+) and up to six children (ages 17 and under). Regular admission prices apply for additional adults and/or children, admission must be paid at the time of the visit.
- LaunchPad passes cannot be used for any special member events, programs, or classes.
- LaunchPad passes must be returned to the library on time to allow other patrons access to this resource. If passes are lost or not returned on time, a \$20 replacement fee will be assessed, borrowing privileges revoked, and the LaunchPad membership card number canceled to prevent misuse.

### **Extended Use (Overdue) Fees**

It is the patron’s responsibility to ensure borrowed library materials are returned on or before the due date. Library materials that are returned after the due date will incur extended use (overdue) fees which will be charged to the patron’s account. Extended-use fees accrue at a rate of \$0.25 per item, per day and are capped at \$10.00 per item.

### **Service Charge Fees**

While most library services are provided free of charge, some services require a nominal fee to help recover the costs associated with providing the service. Charges for services provided by the library are as follows:

- Black & white copies .....\$0.25 per side, per page
- Color copies .....\$1.00 per side, per page
- Faxing.....\$1.00 per page

### **Renewals**

Circulating materials may be renewed twice, with the following exceptions: 1) Popular items may not be renewed, and 2) Materials on reserve for another patron cannot be renewed. Patrons may renew materials in person at the circulation desk or by telephone. Patrons who wish to renew by phone are advised to do so in advance of the due date in case items cannot be renewed.

### **Reserves**

Patrons may request that circulating materials not immediately available be placed on reserve. Patrons are permitted to place three (3) items on reserve at a time, as well as three (3) interlibrary loan items. Reserves will be filled in the order in which they were made. Patrons will receive notification of availability

when the item becomes available. Reserves will be held for five (5) days, after which the item will be returned to circulation.

### **Lost and Damaged Items**

Lost materials or materials so damaged that they can no longer be circulated will be paid for by the responsible borrower at the replacement cost of the item plus a non-refundable \$3.00 processing fee. Lost materials are considered to be those that the patron concedes cannot be located or have been checked out for more than two (2) months. Charges will be assessed for materials that are returned partially damaged on a case-by-case basis. All cost evaluations will be determined by the library director, or designee, for either partial or complete damage to library materials. An exact copy of a lost or damaged item that is in new condition may be accepted as a replacement. Replacements for lost or damaged audiovisual materials must be in a sealed original container. Refunds may be made for lost materials that are found and returned to the library within 14 days; as long as the item has not been replaced by the library. After 14 days, lost materials which have been paid for are considered the property of the patron who paid for the item, and the patron may keep the item or donate it back to the library. Due to limited cash resources, refunds over \$10.00 may be issued as a credit to the cardholder's account. All refunds are subject to the approval of the library director.

### **Restricted Usage**

Patrons have borrowing privileges and access to library services with up to \$1.00 in fines and/or fees. Fines and/or fees that have accrued past \$1.00 will restrict borrowing privileges and access to library services until fines and/or fees are paid. Patrons with overdue materials or missing parts of returned materials such as missing discs or instruction booklets may not check out additional materials until all overdue materials and missing parts are returned to the library or renewed. The library director, or designee, may grant borrowing privileges if they determine that extenuating circumstances so warrant.

### **Unreturned Materials/Theft of Library Materials**

To encourage the prompt return of material, the Ida Grove Public Library has established an extended use fee as a penalty and as a reminder to those patrons who fail to return materials by their due date. When materials are not returned promptly, it penalizes other patrons who may wish to have access to these materials within a reasonable time and causes the library to incur additional expenses.

The library reserves the right to take legal action in the name of Ida Grove taxpayers to regain library materials and will pursue all legal avenues to retrieve library materials and property that are overdue, lost, stolen, or damaged. Section 714.5 of the Code of Iowa (Policy Attachment 4) provides for the return of library materials and makes it a criminal offense if materials are intentionally not returned. Extended use fees accrue daily until items are returned, up to a maximum of \$10.00 per item. Items not returned are charged a processing fee of \$3.00 per item.

Patrons will be notified as follows regarding unreturned or lost library materials:

- Patrons are notified via email regarding items due to be returned at the following intervals:
  - Three days before the item(s) is due back to the library
  - The first day the item(s) become overdue
  - Every seven days after the original date the item(s) become overdue.

\*\*It is recommended to provide the library with a valid email address to receive these notifications.
- After two (2) weeks a first notice itemizing overdue materials is sent to the patron.
- After four (4) weeks a second notice, along with a copy of the Iowa Code, is sent to the patron requesting the return of the items.
- After six (6) weeks a final notice is mailed to the patron containing a listing of items not returned and

replacement charges for each item.

- Patrons owing the library \$25.00 or more after two months will be subject to referral to a collection agency.

### **Open Access**

The Ida Grove Public Library participates in the statewide Open Access program. Open Access is a reciprocal borrowing program that enables customers from a participating library to go to other participating libraries and check out physical materials they own. The purpose of Open Access is to provide Iowans with direct access to more library materials and information resources.

### **Access Plus**

The Ida Grove Public Library participates in the Access Plus program. Access Plus, also known as Interlibrary Loan, allows patrons with valid library cards to request materials from other libraries nationwide. See Interlibrary Loan Policy for rules and restrictions on interlibrary loan materials.