

# **Circulation Loan Policy**

## Circulation

Any resident of Elkader, Garber, Elkport, St. Olaf and unincorporated Clayton County may be eligible for a library card from the Elkader Public Library with photo identification and proof of current residential address at the time of application. A voucher can be obtained from the applicant's landlord or other local property owner if proof of current residential address is not available. Also, persons living within the service area of an Iowa library, approved for reciprocal borrowing through the Open Access Program (check at the circulation desk for confirmation) may be eligible for a library card.

Parents/guardians must sign for responsibility of a juvenile under the age of 18 years and said parents/guardians must have valid identification or a library card in good standing with the library. Children must have completed the second grade in order to be eligible for library card application. Responsibility for a child's selection and return of materials, and any fines or charges accrued on the child's card, is held by the parent or guardian of the child.

The cardholder will be responsible to obey all the rules and regulations of the library, to promptly pay all fines charged against them for injury or loss of materials and to give timely notice of address change. No materials will be checked out without the patron being present, unless prior arrangements have been made with library staff. If not printed upon registration, a patron's physical library card will be available for pickup at the circulation desk. Items may be checked out in the interim.

Replacement cards may be obtained free of charge.

If a card is lost or stolen, the borrower must notify the library. Upon such notification, no materials will be loaned on that card. Identification will be required when the replacement card is picked up if library staff does not know the patron.

Out of state patrons may purchase a library card for \$25.00 per year.

No library material will be loaned without a valid library card in good standing.

## Circulation Periods

A limit of ten materials may be checked out to a patron at one time. Certain exceptions apply, such as parents getting materials for multiple children, teachers checking out materials for classes, etc.

Books and other circulating materials may be checked out for a period of three weeks, with the exception of:

1. DVDs are checked out for seven days.
2. Equipment is checked out for seven days.
3. Selected Reference material may be checked out overnight. Copies will be made of reference material whenever possible.

Most library materials may be renewed either at the library, by telephone, or online with the exception of materials that have a waiting list. Items may be renewed twice unless the item is on reserve for another patron or is more than 2 months overdue.

Items are to be returned by closing time of the due date. Notification is placed on the outside book drop informing patrons that it is emptied at 9:30 a.m., and anything placed in the book drop after the library has been opened will not be checked in until the next day of operation. All materials, with the exception of equipment, may be placed in the book drop.

The size of our collections and demand for specific materials, for special class projects, seasonal items, etc., may require a limitation on number of items checked out by any one person. The loaning of these materials will be left to the discretion of the library staff.

## Materials on Reserve

Patrons may request that an item be held for them. The patron will be notified when the item is available. If the item is not claimed within seven library days after notification, it will be given to the next patron on the reserve list or returned to circulation.

### Overdue Materials

Patrons with overdue items will be fined at the rate of \$0.10 per day per item, excluding Sundays and holidays in which the library is closed. Overdue DVDs or equipment will be fined at the rate of \$1.00 per day per item. Fines are not to exceed the cost of each item.

Persons with fines of \$10.00 or more, or materials overdue for 90 days or longer will not be permitted to check out library materials until fines are paid and payment has been received for lost/damaged items. Patrons may continue to use materials only in the library.

If materials are not returned within one week of the due date, patrons will receive a reminder. This will be followed by another reminder when items are two weeks overdue. When items are 30 days overdue, a letter will be sent outlining charges for the materials and legal implications for materials not returned. Another letter will be sent when items are 60 days overdue and legal action may be taken.

Library records for children under the age of 8 years old may be released to the parent/guardian by the lawful custodian of the library records; this includes overdues, lost or damaged materials, and fines/replacement costs.

### Lost or Damaged Materials

The Elkader Public Library will pursue all legal avenues to retrieve library materials and property that are overdue, lost, stolen, or damaged. (Iowa Code chapter 702.22, 714.5 808.12)

Patrons returning materials that are damaged will be charged according to the amount of the damage and the possibility of repair to the material. Lost items are considered to be those that the patron concedes cannot be located or have been checked-out/overdue for more than 2 months. If the material is lost, the retail replacement cost of the item will be charged, plus a reprocessing fee of \$3.00 per item.

### Good Standing

For a patron to hold a library card in good standing, the patron will have less than \$10.00 in fines or replacement costs for materials and have no overdue materials.

### Audio Visual Loan

The Motion Picture Association of America (MPAA) ratings for DVDs are guidelines to assist patrons in deciding which movies to watch. It is the parents' responsibility to communicate with their children which movies they are allowed to check out. The Elkader Public Library cannot deny anyone the right to use sources because of origin, age, background or views.

Borrowers may not charge any fees to other viewers in connection with the use of any audiovisual materials. DVDs are copyrighted materials and illegal duplication is prohibited by federal law.

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