

CIRCULATION POLICIES

I. Who May Use the Library

The City Councils of Charles City, Floyd, and Colwell will pay for the residents of their cities to use the Charles City Library. The Floyd County Supervisors will pay for the rural Floyd County residents to use the Charles City Library. Other residents of the state of Iowa may use the Charles City Library and the State of Iowa will reimburse the Charles City Library as agreed upon in the Open Access, Inter-library Loan Reimbursement, and Enrich Iowa contracts. These programs are sponsored by the State Library of Iowa.

The Library will not deny or abridge service to any one because of age, religious, racial, social, disability, gender, gender orientation, economic, or political status.

II. Patron Registration

Library cards will be issued to anyone who can present verification of their address and who are at least age 5.

People who are temporary residents of the community may be issued a card. Both the temporary address and the permanent address will be noted in the computer record and on the registration card.

People applying for a Library card for the first time will be required to present one form of typewritten identification that lists their current address. Children without this form of identification will be required to have a parent or guardian with current address information to verify their address.

Examples of acceptable identification include, but are not limited to: current driver's license or permit, car registration, personal check with name and address imprinted, utility bill, or rent receipt. Personal correspondence is unacceptable.

The first time a new patron uses his/her card to check out materials s/he will be allowed to have only 2 items checked out at a time. Following the timely return of initial items checked out, the restriction will be lifted.

The Library card needs to be presented at the time of each checkout and when the person uses a computer. Presentation of the card eliminates an impostor from charging materials on another person's account and ensures that materials are checked out only to the bearer of the card.

There will be no charge for the first Library card. In case of lost cards, there will be a \$2.00 non-refundable replacement fee. Card holders are responsible for their cards and should report a lost card to the Library as soon as possible. At the time of such a report

the staff shall immediately lock the person's account until a new card is applied for. A worn out card will be replaced at no charge to the patron.

III. Loan Periods

A. Regular Loans

Loan periods will be four weeks for all print and audio materials, and art prints (framed art material). Exceptions are as follows:

- The loan period for new adult materials housed on the browsing shelves is 14 days.
- The loan period for videos is 7 days.

B. Overdue Materials

Circulated materials will have a one-day grace period. After one day, fines accrue from the day the material was due. Overdue notifications will be sent by email or by phone at 2 days, by postcard at 10 days, and by letter at 30 days overdue. Fines will continue to accrue until the cost of the overdue material is reached. At which point the patron is responsible for the replacement cost of the material if unable to return and all fines associated with the material.

C. Fines

The Library will charge fines for overdue materials up to the replacement price of the material. All materials will accrue a fine of 10 cents per day, per item. The cost of lost or damaged items must be paid in full and patrons are responsible for all fines accrued. Receipts will be issued for all lost or damaged materials for which the patron has paid and for all paid fines upon request.

D. Renewals

All materials may be renewed once for the original loan period, unless this item is on reserve for another patron.

IV. Interlibrary Loan

Charles City Public Library is able to borrow materials from other Iowa libraries through interlibrary loan. *Every effort will be made to get an item from a public library through the Iowa Shares program. If an item is not available for Iowa Shares transit, patrons will be charged \$2.00 for each item requested to help defray the cost of return postage.* Payment is expected on receipt. Loan periods are determined by lending libraries and may differ from our standard loan periods. Patrons will be informed of the due date at check out.

***Reviewed, revised, and approved 4/11/13
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