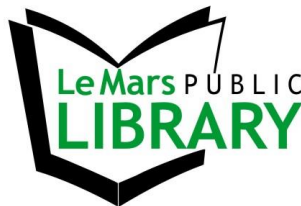


# Circulation Services Policy



## **PURPOSE:**

The Le Mars Public Library provides circulating materials for public use. This policy assures that eligible borrowers have maximum access to the library's circulation collection. The Library Board of Trustees authorizes the Library Director to develop and implement effective procedures and guidelines in accordance with this policy.

**Confidentiality of Records:** All records are maintained as outlined under Iowa Code 22.7(13). The identity of a borrower and collection materials used/checked out are confidential information. The Library Board of Trustees has designated the Library Director as the lawful custodian (government body currently in physical possession of the public record) of the Library Records as outlined in Iowa Code 22.7. The Library Director has the authority to release the records in accordance with Iowa's Confidentiality Law.

## **Borrower Eligibility:**

**Full- Access:** The following individuals and groups are eligible for free borrowing privileges and access to all library services (including free Interlibrary Loan) and digital access.

1. Residents living within the city limits of Le Mars.
2. Residents residing in rural Plymouth County.
3. Nonresidents who pay property tax in the city limits of Le Mars.

**Open- Access:** Individuals who live in Iowa but outside of Le Mars city limits and who are not rural residents of Plymouth County may have a free borrowing privileges with some limitations on library services (no Interlibrary Loan service) and digital access (no access to Libby). Le Mars Public Library adheres to the provisions of Open Access Terms set forth by the State Library of Iowa.

**Full-Access Paid:** Individuals from out-of-state or who do not live in the city limits of Le Mars or rural Plymouth County and want full borrowing privileges may purchase a Full Access-Paid library card for \$50.00 per year. Full Access-Paid card holders will have the same borrowing privileges and digital access as Full-Access patrons.

**Institutional library card:** Government, nonprofit agencies, classroom teachers, group homes, pre-schools, homebound, residential or similar programs with an identifiable address within the boundaries of the funding entities may have a card on file for services to their staff/clients. Institutional library cards may be kept at the library. These cards are approved by

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the Library Director upon receipt of a letter from the agency's director accepting responsibility for items checked out on the card.

**Application for a Card:** Each person must complete an Application for Library Card form.

1. To apply for a library card a photo ID is required. If the current address is not listed the photo ID an additional document with proof of address is required (recent utility bill or official mail). Staff will offer to send a piece of mail to help provide proof of address.
2. Persons under 17 years of age may obtain a card with a parent/legal guardian present. The library also requires parent/legal guardian to hold a current library card and be in good standing with the library.
3. Persons between the ages of 13- 17 years of age may be issued a card without a parent/legal guardian present after providing verified information including full name and address. Options for identification and mailing address include driver's license, US mail, school report card, school ID, etc. Staff will send a piece of mail to help provide proof of address.
4. Replacement cards are \$1.00 with and require a photo ID. No refund can be given if a lost card is later found.
5. The library will keep the application forms on file for verification.
6. Library cards need to be renewed each year. This process is a simple updating of contact information and can be done over the phone.

**Borrower's Responsibilities:** It is the responsibility of the borrower to follow policies of the Le Mars Public Library, including timely return of items borrowed. Items are to be returned in the same condition as when borrowed.

1. The library user is to keep his or her library card in useable condition, presenting it when needed.
2. All borrowers must present their own library card when checking out materials or a valid photo identification.
3. The library does not act in *loco parentis*. Parents or guardians who wish to limit their child's access to certain library materials will need monitor the child's usage and cannot ask the library staff to do so for them.
4. The use of library materials may be denied based on failure to return materials, failure to pay fines & fees, damaging materials and violation of the Disruptive Behavior Policy.

### Loan Periods:

Material Type	Check out period	Limits per library card	Fines/Late fees
Books	3 week check out; 2 renewals	50	*
Magazines	3 week check out; 2 renewals	20	*
Music CDs	3 week check out; 2 renewals	10	*
Audio Book CDs	3 week check out; 2 renewals	10	*

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DVDs BluRay	1 week; 1 renewal	5	*
Laptops, full-access only	2 hours; 1 renewal	1	In library use only
HotSpots, full-access only	3 week; no renewal	1	\$5 per day
AV Equipment (projector, screen, etc)	Case by case basis	1	\$5 per day
Books labeled "Reference", current issues of periodicals, and newspapers generally do not check out, but exceptions can be made on a case-by-case basis.			

It is the responsibility of the borrower to track due dates on all items checked out. Overdue notices are sent via text or email message as soon as an item becomes overdue for those requesting this service. Those without a text or email capacity can check their account status online or call the library.

Items may not be renewed if a hold/reserve has been placed on the item by another borrower.

\*Patrons with any fines/fees exceeding \$5 or with materials overdue by seven (7) or more days will have circulation and some remote access privileges suspended. An account will return to good standing when all overdue items are returned, any fines are paid, or lost or damaged materials are paid for.

Fees for lost and damaged items will be the cost of the item plus a \$3.00 processing fee. Refunds will not be made if the item is later returned.

Parents/guardians will be responsible for fees and fines of minors as per Iowa Code section 613.16.

**Failure to return library materials within two months of its due date constitutes "Theft of Property" under IA code 714.5** The library staff will make efforts through the legal system to recover items or be compensated for theft of library materials.

### **Fees for convenience services:**

The Le Mars Public Library is committed to providing free basic library services for its patrons but charges a small fee for convenience services including printing, photocopying, scanning and faxing. The library offers these services as a convenience to patrons and to provide a resource for those who may otherwise lack access to these services.

Earbuds	\$1.00
Print & Copies	\$.20 per page; black & white
Print & Copies	\$.50 per page; color
Scan to e-mail	\$1.00 per email address/per visit
Fax- Send	\$1.00 first page; \$.50 additional; max \$10.00
Fax – Receive	\$.50 per page