

## **Montezuma Public Library Circulation Policy**

The purpose of this policy is to explain guidelines and limits on all items available for check-out at the library, as well as expectations for patrons prior to, during, and after borrowing items from the library. Our hope is that this policy will encourage patrons to return materials promptly so that other citizens may have access as well.

- A. **New Patrons:** All borrowers must be registered and must have a library card to borrow library materials. Identification such as a state-issued ID or student ID is preferred; however any other official ID or recent piece of mail may be accepted. Children ages 6-13 may register for a library card if a parent or guardian gives written consent on the application. Children ages 14-17 must include the name of a parent or guardian; however, a parent or guardian's signature is not required. When a patron registers for a new card material check outs will be limited to 2 items and 2 holds, or at the discretion of the Library Director, for the first 8 weeks. After that time, if the patron account is in good standing, the patron will be allowed regular limits as set forth below.
  - i. A patron is limited to 100 items checked out on their record at one time or at the discretion of the Library Director.
- B. **Using Other People's Cards for Check Out:** Customers must use their own library card to check out materials; however there is an exception:
  - i. Cardholders may send their library card with someone else for the purpose of checking out library materials for the absent cardholder. If the absent cardholder has fines in excess of \$10.00 on their card, materials may not be checked out on that account.
  - ii. Family members (children, siblings, parents) may check out items on another family member's card as long as the cardholder and the person wanting to check out items do not have fines in excess of \$10.00 on their card.
- C. **Renewing Cards:** Library cards need to be renewed every 3 years. Patrons must verify/update their address, phone number and email. This may be done in person, over the phone or via email.

- D. **Lost or Forgotten Cards:** Replacement cards can be requested if a patron loses their library card. Patrons are allowed one free replacement in a twelve-month period, after that each replacement card costs \$1.00.
- E. **Loan Periods:** Patrons may check out books, audiobooks and magazines for 14 days. Materials may be renewed twice as long as there isn't a long waiting list. DVDs may be checked out for 7 days. DVDs can also be renewed. The check-out limit for DVDs is 6 per household. Reference books are to be used in the library only.
- F. **Damaged Materials:** The Library Director will determine charges, based on replacement costs, for any item returned in damaged condition. Notice of these charges will be sent to the borrower. Once a patron has paid for damaged materials, the patron is allowed to keep those materials.
- G. **Lost Materials:** Patrons will be charged the list price for any lost materials. The definition of lost materials is any item that is more than 8 weeks overdue.
- H. **Appeal Of Library Charges:** A borrower may appeal if he/she believes library charges are mistakenly assessed or extenuating circumstances warrant reduction or cancellation of the charges. Appeals should be made within 30 calendar days of the original library charge. Borrower must fill out the Appeal of Library Charges form.
- I. **Interlibrary Loans:** Patrons may order books and materials through the Interlibrary Loan program. There is no charge for this service. Books loaned from other libraries are due by the date indicated by the lending library. These may be renewed if the lending library approves.
- J. **Holds:** An item may be reserved by placing the patron's name on the reserved list for that item. The patron will be notified by telephone or email when the item is available. If the item is not picked up within 5 days, the item will go to the next person on the list or be re-shelved.
- K. **Confidentiality:** The Montezuma Public Library Board of Trustees recognizes 22.7 of the Code of Iowa which protects the confidentiality of "the records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library." The Code states that "the records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection

exists between the requested release of information and a legitimate end that the need for information is cogent and compelling.” Information requests, materials borrowed or used within the library, computer records, and interlibrary loan records shall be kept confidential. The Library Director serves as custodian of the records and will not release these records except under court order. An exception to this is disclosure to parents of inappropriate websites viewed by minors as covered in the Internet Policy.

**Adopted August 8, 2007, by the Montezuma Public Library Board of Trustees**

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