

Richland Public Library CIRCULATION POLICY

Overview

The Richland Public Library offers a variety of materials free to its patrons. The collection is available to anyone for use in the building. Richland Public Library is committed to providing professional and respectful service in an inclusive and non-discriminatory manner. Library borrowing privileges will not be denied because of national origin, sex, race, creed, background, age, views, or financial position.

The privilege of using the Richland Public Library carries with it the responsibility of abiding by its policies and procedures. When applying for a library account, the patron agrees to abide by these policies that are in the best interests of both library patrons and the community. Library materials are public property. When borrowing materials, the applicant assumes responsibility for all materials charged to their account.

Borrowers

Residents of Richland, Ollie and rural Richland may apply for a library account free of charge after presenting a picture I.D., current address, and phone number. If a child is less than 14 years old a parent or guardian must sign the registration form and assume responsibility for all materials charged to the account. Patrons are responsible for notifying the library of any changes of home address or phone number.

Residents from communities participating in Iowa's Open Access Program may receive a free library account from the Richland Library after presenting a picture I.D., current address, and phone number.

Library accounts that are inactive for 3 years will be removed.

The Richland Public Library will not judge or control the circulation of material to children. Parents/Guardians must assume the responsibility of supervising their children's material usage.

Each registered patron assumes full responsibility for the items checked out on their library account. A limit of 3 items per household (to clarify-not per person, per household) may be checked out the first time. After the initial checkout there is a limit of ten items per household at any time. If the household has any overdue items, no new items may be checked out until all items have been returned or replaced.

Renewals: Items may be renewed up to 2 times as long as no holds have been placed on the items. Items may be renewed over the phone, by email, at the library or by accessing their online library account.

Holds: Registered borrowers with no delinquency status may place a "hold" on items that are currently checked out. Holds must be picked up within 1 week of notification once the item becomes available.

The library assumes no responsibility for damage to equipment used with audio-visual material borrowed from the library.

Overdue, Lost, and Damaged Items

Patrons are asked to return or renew items by the due date. The library will notify patrons of overdue materials by phone, email, or US mail. The Richland Public Library does not collect overdue fines, but once library materials are 8 weeks overdue or more, they will be marked as lost and the replacement cost plus a \$2.00 fee will be billed to the patron.

If the library item is lost or damaged beyond repair, the patron is required to pay replacement costs plus a \$2.00 fee.

If the patron fails to return library material(s) for two months or more after the date that it is due, and attempts have been made to recover the item(s) through phone calls, email, or US mail, it is evidence of theft and the appropriate law enforcement agency may be informed. If the patron fails to return library equipment for one month or more after the date that it is due, and attempts have been made to recover the item(s) through phone calls, email, or US mail, it is evidence of theft and the appropriate law enforcement agency may be informed. See the Code of Iowa Chapter 714.5 for more information.

Loan Periods

The loan period for books, books on CD, DVDs and magazines is two weeks. Reference material and genealogy material are to remain in the library. In special instances and at the discretion of the librarian, they may be loaned for an agreed upon period.

Confidentiality and Right to Privacy

22.7 (13) Code of Iowa: Confidential records. The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information: 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 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 and that the need for the information is cogent and compelling.

Interlibrary Loan

Interlibrary loan is used only when the Richland Public Library does not own the item in question, when the library's copy is missing, or when the library does not have access to the full-text of the item via online service. Borrowers are responsible for returning items by the due date and in good condition. The due date is determined by the lending library and can range from two to six weeks. Limitations such as 'no renewals' and 'in-library use only' must be honored. Lending libraries may be contacted for renewal.

A late fee of \$2.00/day, but no more than replacement cost, will be charged on all items not returned by the due date. Patrons who fail to return items borrowed from other libraries will be charged for the replacement cost of the item, as determined by the lending library, plus a \$2.00 processing fee.

Computer Print Outs, Copies and Scans

Black and white computer printouts and copies are \$0.10/page and \$0.15 for a double-sided page. Cardstock is \$0.15/page. Color copies and printouts on regular paper are \$0.50/page and \$0.60/page on cardstock. Color copies on photo quality paper are \$1.00/page. There will be a \$0.05 cost reduction for nonprofits and for patrons supplying their own paper. Students may copy or print out up to 5 pages per day for school purposes at no charge. The staff will make copies and complete scanning requests as time allows. Limits of 10 copies or scans may be placed during busy times.

The patron shall insure that all copyright regulations are abided by.

Library Hours

The library hours will be set by the Board of Trustees to meet the needs of the community. 20 hours are divided as to give early and late evenings and weekend opportunities to use the library: Tuesday 02:30-06:30pm, Wednesday 2:30-6:30pm, Thursday 2:30pm-06:30pm, Friday 12:00-5:00 pm, and Saturday 10 am-1:00 pm.

The library will be closed on Memorial day, July 4th, Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day, and New Year's Day with other closings as approved by the board.

Adopted April 2005

Amended June 2006

Amended February 2009

Amended April 2012

Amended August 2012

Amended July 2015

Amended August 2015

Amended January 2016

Amended July 2019

Amended April 2022

Amended June 2023

Amended March 2024