

## **Richland Public Library CIRCULATION POLICY**

### **Overview**

The Richland Public Library offers a variety of materials, in a variety of formats, free to its patrons. The collection is available to anyone for use in the building. 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 card, 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 card.

### **Borrowers**

Residents of Richland and the surrounding area may apply for a library card 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 application card and assume responsibility for all materials charged on the card. Patrons are responsible for notifying the library of any changes of home address or phone number.

As part of the Open Access program, residents from other towns in Iowa may receive a free library card from the Richland Library after presenting a picture I.D., current address, and phone number.

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 card. 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. Items may be renewed over the phone, by email, by visiting the library or by accessing their online library account.

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

## **Overdue, Lost, and Damaged Items**

The patron agrees to return the items by the due date or he/she will be charged overdue fines. Fines are as follows:

\*\$0.05 per day for books and books-on-CD, but no more than replacement costs.

\*\$0.25 per day for DVDs, but no more than replacement costs.

Households who have fines accumulating to \$5.00 and/or households who have overdue materials will be unable to check out items of any kind until the fines are paid and overdue items are returned.

If the library item is lost or damaged beyond repair, the patron is required to pay replacement costs plus a \$2.00 processing 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, and magazines is two weeks. The loan period for DVDs is one week.

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.

Patrons may reserve any circulating material and will be notified by telephone or email when the material is available. The patron must pick up the reserved circulating material in one week. If not, it will be given to the next person on the list.

## **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. There is a fee of \$1.00 per item. School children are not charged for special projects. 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/page on cardstock. 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. School children may copy or print out up to 5 pages per day for school purposes at no charge. Documents can be scanned to an e-mail address for \$0.10 per page. 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 4<sup>th</sup>, 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

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