CIRCULATION POLICY--GRIMES PUBLIC LIBRARY

I. LIBRARY CARDS AND REGISTRATION

a. All residents of Grimes, unincorporated areas of Polk County, and communities contracting with the library are considered to be our patrons. All patrons age 5 and over are eligible to receive a library card unless their borrowing privileges or use of the Grimes Public Library have been suspended or revoked by the library.

b. Patrons of other Iowa libraries may borrow materials from the Grimes Public Library (through our participation in the State Library's Open Access program). These people must register for and receive a library card with the same borrowing privileges and responsibilities as local patrons.

c. Adults desiring registration should provide identification. (Appropriate identification consists of current photo identification with current physical address. If the photo identification does not list the current address a second form of identification, such as a checkbook, utility bill, machine printed piece of mail, etc. will be required.)

d. A patron's first library card is free. There is a $1.00 fee for a replacement card (photo identification is required).

e. If a library card is lost or stolen, the patron must notify the library promptly. Only upon notification will staff block loans against that card and the patron will not be responsible for any further checkouts.

f. Cards expire once a year and patron information will be updated upon expiration. A card will not be updated and renewed until all fines have been paid. Registered borrowers who have not used their cards, or had their patron information updated, within any three year period must re-register for a library card.

g. Address changes will require identification with proof of new address.

h. For a minor child to receive a library card, a parent or guardian must be present, provide appropriate identification, and sign the registration form.

i. Patrons (or in the case of minor children, their parents/guardians) are responsible for all items checked out on their cards. Patrons will be held responsible for the payment of any fines or fees incurred due to lost, overdue or damaged items checked out on their cards as well as any costs including, but not limited to, standard charges for postage, collection and processing. (See Schedule of Fees.) (Iowa Code 613.16) Library accounts for parents/guardians and all minor children may be suspended if any accounts have materials 60+ days overdue. Suspension of accounts is at the discretion of the Director

j. The Library Director may revoke a patron's borrowing privileges if it is determined that their card was improperly issued or used. If the cardholder has become ineligible since the card was issued, due to change of address, change in custody of a minor child, or any other reason, their borrowing privileges may be revoked.

k. Library staff, with the approval of the Director, may send a registration form and issue a library card to any patron with a disability which prevents them from coming to the library. Homebound patrons may designate another individual to pick up and deliver library materials.

l. All patron information is confidential. It may, however, be used by the library or its representatives while attempting to collect money, material or equipment as set forth in these policies and approved by law. (Iowa Code 22.7(13))

m. A subscription card is available to those who do not qualify for a library card under the current plan. The card expires one year from the date of purchase. The fee will be agreed upon yearly by the

Grimes Public Library Board of Trustees. This card entitles the purchaser to all services of the Grimes Public Library. The purchaser is held to all the responsibilities of a regular cardholder.

II. CIRCULATION AND RENEWALS

a. Your library card or current photo ID is required to borrow library materials or use library computers. You must be the person on the account to use such account or the card will be revoked.

b. Most materials check out for a period of three weeks and may be renewed one time. Movies, music CDs, and computer programs check out for 7 days and may be renewed one time. Magazines check out for seven days and may not be renewed. Items may be renewed by patrons over the telephone, by e-mail or via the on-line catalog.

c. Additional renewals may be made with the permission of the Director.

d. No item may be renewed if another patron has placed it on reserve.

e. No item may be renewed on an account on which the fine is $4.00 or higher.

f. The library maintains a collection of materials for all ages, interests and viewpoints. Anyone, regardless of age, may select from the entire collection. It is the responsibility of parents/guardians to monitor their children's use of library materials.

g. All items must be returned before closing on the date due to avoid fines.

h. Patrons may only checkout a total of 50 items per card. Six of these items may be a combination of movies, music CDs, and computer programs.

III. TITLE REQUESTS AND RESERVES

a. Title requests are made by registered borrowers for materials that are not yet part of the library's collections. All title requests will be evaluated by staff for purchase according to our Material Selection Policy. Title requests not selected for purchase may be pursued for the patron's use through Interlibrary Loan.

b. Reserves are hold requests placed on titles that are owned by the library or are on order for addition to the library's collections. Reserves may be made by telephone, e-mail or via the on-line catalog.

c. When requested or reserved materials become available patrons will be notified as soon as possible.

d. If multiple patrons have reserved the same item the first patron on the reserve list will be the first to be called. If a patron is not reached (whether by telephone conversation, telephone message or e-mail) within three days of an item becoming available the next patron listed will be called. The first patron will be removed from the list.

e. Reserves and requests (other than those received through Interlibrary Loan) will be held for pickup for three days, unless the patron specifically requests that other arrangements be made. If a reserve or request is not picked up by the time the reserve expires the item will be offered to the next patron; the first patron's name will be removed from the reserve list for that item. Patrons may arrange to move their own names to the bottom of a reserve list by calling or e-mailing the library, or by reserving the item through the on-line catalog.

f. Materials received through Interlibrary Loan (ILL) will be held for patrons through the length of the lending library's loan. If the item is not picked up, the patron will be charged a $5.00 fee. There will be a $2.00 fee to help offset the cost of postage of an ILL, payable at the time of the request. See ILL policy for further details or restrictions.

IV. OVERDUES, FINES AND FEES

a. According to section 714.5 of the Code of Iowa, it is a criminal offense to intentionally fail to return library materials. It states that if "a person fails to return library materials for two months or more after the date a person agreed to return the materials, [it] is evidence of intent to deprive" the library of materials. In the event that the materials have been lost Iowa law provides that arrangements may be made to pay for them. The library will pursue all legal avenues to retrieve library materials, property and/or compensation for library materials and property that is overdue, lost, stolen or damaged. If an account is sent to a collection agency or turned over to some other agency for debt recovery the patron account will be suspended.

b. Fines are charged every day of the year that the library is open.

c. Fines for lost, overdue or damaged items will not exceed the price of the items (based on the library's records), plus standard charges for postage, processing and collection.

d. If an item becomes lost, or is returned to the library damaged beyond repair, the patron will be charged the cost of the item (based on the library's records), plus standard charges for postage, processing and collection. The only item/s that may be replaced by the customer are Movies, Music CDs, and Computer Programs which must be replaced with the exact same item in excellent condition. The replacement must be approved by the Director and the item/s must be replaced within 2 weeks of due date.

e. A service fee will be added to delinquent accounts that are referred to a collection agency after the library has mailed two delinquent account notices, including one 'Notice of Law' to the account holder.

f. If a lost or damaged item was part of a set, the responsible patron may be charged the purchase price of the set (as recorded in the library records), plus standard charges for postage, processing and collection.

g. Once a week library staff will generate overdue notices for items two weeks overdue and bills for items four weeks overdue to be sent to delinquent patrons. The library will send patrons a third notice and 'Notice of Law' when items are 60+ days overdue. Additional contact with delinquent patrons, if necessary, may be made through other agencies at the discretion of the Library Director.

h. If a patron's unpaid fines and fees total $4.00 or more the account will be suspended. The account will be reinstated once the entire balance is paid.

i. An account will be suspended if the patron has 1 or more items that are 21 days or more overdue.

j. Library accounts for parents/guardians and all minor children may be suspended if any accounts have materials 60+ days overdue. Suspension of accounts is at the discretion of the Director.

k. Patrons may keep items paid for if they are later found, or damaged materials once they have been paid for to the library's satisfaction; such payments are considered final and no refunds will be made.

V. SCHEDULE OF FEES

a. Fines for all materials, with the exception of Movies, Music CDs and Computer Programs, are $.10 per item per day.

b. Fines for Movies, Music CDs and Computer Programs are $.50 per item per day.

c. Processing charges for lost or damaged items are assessed per item as follows:

- $2.50 for items $9.99 and less based on library records

- $5.00 for items $10.00 or more based on library records

d. Delinquent accounts referred to collection agencies: $25.00

e. Postage charges are applied to accounts according to current postage fees.

f. Photocopy and print charges are $.10 per side, except color printing which is $1.00 per page.

g. Data CDs are $.50 each. USB Flash Drives will be sold when available.

h. Laminating: $.50 business card size – $1.00 for a 4” x 6” size -- $3.00 for a 8” x 10” size

i. Faxing costs are $1.00 for the first page and $.25 each additional page up to 15 pages. After 15 pages, the fees start over.

j. The cost of receiving a FAX is $.10 per page.

k. E-mailing costs are $.10 per page.

l. Interlibrary Loan Charges - $2.00 per item.

m. Notary Services (No Charge)

n. Subscription Card, $50.00 per patron per year

VI. SPECIAL ARRANGEMENTS

a. Special arrangements for the use of library materials (for institutions, special groups of patrons, deposit collections, etc.) may be made. All such arrangements are subject to the approval of the Library Director.

Revised by the Board of Trustees: March 2010

Codes Referred to in Policies:

Iowa Code 613.16 PARENTAL RESPONSIBILITIES FOR ACTIONS OF CHILDREN.

1. The parent or parents of an unemancipated minor child under the age of eighteen years shall be liable for actual damages to person or property caused by unlawful acts of such child.
However, a parent who is not entitled to legal custody of the minor child at the time of the unlawful act shall not be liable for such damages.
2. The legal obligation of the parent or parents of an unemancipated minor child under the age of eighteen years to pay damages shall be limited as follows:
a. Not more than two thousand dollars for any one act.
b. Not more than five thousand dollars, payable to the same claimant, for two or more acts.
3. The word *"person"* for the purpose of this section shall include firm, association, partnership or corporation.
4. When an action is brought on parental responsibility for acts of their children, the parents shall be named as defendants therein and, in addition, the minor child shall be named as a defendant. The filing of an answer by the parents shall remove any requirement that a guardian ad litem be required.
[C71, 73, 75, 77, 79, 81, 613.16
94 Acts, ch 1172, §40

Iowa Code 22.7 CONFIDENTIAL RECORDS.

(13) 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.

Iowa Code 714.5 LIBRARY MATERIALS AND EQUIPMENT -- UNPURCHASED MERCHANDISE -- EVIDENCE OF INTENTION.

The fact that a person has concealed library materials or equipment as defined in section 702.22 or unpurchased property of a store or other mercantile establishment, either on the premises or outside the premises, is material evidence of intent to deprive the owner, and the finding of library materials or equipment or unpurchased property concealed upon the person or among the belongings of the person, is material evidence of intent to deprive and, if the person conceals or causes to be concealed library materials or equipment or unpurchased property, upon the person or among the belongings of another, the finding of the concealed materials, equipment or property is also material evidence of intent to deprive on the part of the person concealing the library materials, equipment or goods.

The fact that a person fails to return library materials for two months or more after the date the person agreed to return the library materials, or fails to return library equipment for one month or more after the date the person agreed to return the library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment. Notices stating the provisions of this section and of section 808.12 with regard to library materials or equipment shall be posted in clear public view in all public libraries, in all libraries of educational, historical or charitable institutions, organizations or societies, in all museums and in all repositories of public records.

After the expiration of three days following the due date, the owner of borrowed library equipment may request the assistance of a dispute resolution center, mediation center or appropriate law enforcement agency in recovering the equipment from the borrower.

The owner of library equipment may require deposits by borrowers and in the case of late returns the owner may impose graduated penalties of up to twenty-five percent of the value of the equipment, based upon the lateness of the return.

In the case of lost library materials or equipment, arrangements may be made to make a monetary settlement.

Section History: Early Form

[C62, 66, 71, 73, 75, 77, § 709.21; C79, 81, § 714.5]

Section History: Recent Form

85 Acts, ch 187, §2; 87 Acts, ch 56, §1
Referred to in § 808.12

Iowa Code 808.12 DETENTION AND SEARCH IN THEFT OF LIBRARY MATERIALS AND SHOPLIFTING.

1. Persons concealing property as set forth in section 714.5, may be detained and searched by a peace officer, person employed in a facility containing library materials, merchant, or merchant's employee, provided that the detention is for a reasonable length of time and that the search is conducted in a reasonable manner by a person of the same sex and according to subsection 2 of this section.

2. No search of the person under this section shall be conducted by any person other than someone acting under the direction of a peace officer except where permission of the one to be searched has first been obtained.

3. The detention or search under this section by a peace officer, person employed in a facility containing library materials, merchant, or merchant's employee does not render the person liable, in a criminal or civil action, for false arrest or false imprisonment provided the person conducting the search or detention had reasonable grounds to believe the person detained or searched had concealed or was attempting to conceal property as set forth in section 714.5.

Section History: Early Form

[C62, 66, 71, 73, 75, 77, § 709.22--709.24; C79, 81, § 808.12]
Referred to in § 714.5

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