

Circulation Policy

Adopted December, 2002; revised November 2013

PHILOSOPHY

The Alexander Public Library participates in the Open Access program, assuring that all library services are available to everyone, out-of-state residents are not excluded.

REGULATIONS

1. Library Cards and Registration

A. All borrowers must be registered and must have a valid local library card to borrow library materials.

B. Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance:

I, a resident of _____, agree to obey all rules and regulations of the library, to pay promptly all fines charged against me for the injury or loss of books, and to give immediate notice of any change of address.

C. Identification is required. A driver's license or student ID is preferred; however, an additional form of identification may be used to verify the current address.

1. Acceptable forms of identification are as follows:

- Voter registration card
- Imprinted checks
- Mail with current address
- Utility or phone bill

D. A customer's library card is free. Replacement cards cost \$.50

E. Out of state users must have a valid local library to borrow library materials.

F. Applicants under 14 years of age must have a parent or guardian give their consent on the application before a new card can be issued. This parental signature is not required for children who are renewing cards.

G. Materials cannot be checked out until a library card is issued.

- H. Although library cards do not expire, periodic deletion of patron records may be performed by library staff if unused for a long period of time, or if the patron moves from the area.
- I. If a card is lost or stolen, he/she should notify the library as soon as possible to request a replacement.

2. Circulation and Renewals

- A. Books are checked out for a period of two (2) weeks
- B. Periodicals can be checked out for two (2) weeks.
- C. DVD's can be checked out for three (3) days.
- D. Audio books can be checked out for two (2) weeks.
- E. Puzzles and other children's materials can be checked out for two (2) weeks.
- F. Generally, reference books do not circulate. Upon request, some reference materials may be checked out for two (2) weeks.
- G. Interlibrary loans are due the date indicated by the lending library.
- H. There is no limit on the number a patron can borrow at one time, with one exception-a limit of five(5) DVD's and one new release per family may be borrowed at a time.
- I. Items may be renewed once if there is not a waiting list for the item.
- J. Items may be returned during open hours or through the book drop on the Southwest corner of the building.

3. Holds

- A. Holds may be placed by patrons either in person or over the telephone. Patrons will be notified by telephone or email when the materials are available. There is no charge to the patron for placing a hold on an item or for Interlibrary Loan Services.

4. Fines and Charges

- A. If a digital video disc (DVD) is not returned in three (3) days, a \$1.00 fine will be assessed for each day overdue for each DVD until returned. If a patron cannot make the deadline; he/she needs to notify library staff immediately. If staff decides this is an emergency and there was an effort to return DVD's, it will be considered

an excused fine. Only two excused fines will be allowed each calendar year. If a patron does not pay a fine, no further borrowing will be allowed until the fine is paid.

B. There are no fines for other overdue materials. A first notice will be sent by telephone or email, after the material is due. If the material is not returned within a designated period, a bill will be sent for the material with the cost of replacement of the material. Patrons who have been sent an overdue notice shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged.

5. Probation

1. If a patron abuses any circulation policy, he/she will be placed on probation for a period to be determined by the Director with no borrowing permitted. After this waiting period, a one-month probation with borrowing will be allowed as long as items are returned in a timely manner. The Director will determine further disciplinary measures if policy abuses continue.

6. Damaged Materials

1. If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. A notice of these charges will be sent to the borrower; a sample of the notice follows:

Dear _____, at the time a library patron borrows materials from the public library collection, the patron assumes the responsibility for the care and timely return of the materials. Recently, materials checked out on your library card were returned to the library damaged beyond the point of being unusable in the library's collection. The titles and costs of these materials are listed below.

_____ \$ _____

Your assistance in clearing this matter promptly will be Appreciated and will be necessary in order to retain your Borrowing privileges.

Thank you in advance for your prompt response to this Matter.

Sincerely,

(The board and director need to determine whether patrons Who damage and pay for materials owned by the library will Be allowed to have those materials once payment has been received. It is a question that will be raised by patrons and it is best to have decided in advance what your practice will be.)

7. Freedom to view

- A. This library adheres to the American Library Association's Freedom to View Statement and the American Library Bill of Rights, which state that a "person's right To use a library should not be denied or abridged because of origin, age, background, Or views". It is the parent's responsibility to restrict their children from viewing Certain library materials. The Alexander Public Library will therefore not restrict The checkout of any materials(s) to children and young adults under 17 years of age Based on their content or a movie's MPAA rating provided their parent completes The Alexander Public Library Movie Lending Policy Form.
- B. The Alexander Public Library's Movie Lending Policy and Movie Lending Permission Form are included separately in the library's policy manual.

8. Confidentiality

- A. The confidentiality policy of the Alexander Public Library is based on the First and Fourth Amendments of the US Constitution, the Iowa Code, and professional ethics.
- B. Code of Iowa 22.7 "Examination of Public Records"
 - 1. 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.

2. Confidentiality is essential to protect the exercise of the First and Fourth amendment rights. In accordance with the First and Fourth Amendments of the U.S. Constitution, the Iowa Code and professional ethics, the Board of Trustees of the Alexander Public Library respects the privacy of users and recognizes its responsibility to protect their privacy. The library will not reveal the identities of individual users nor reveal the information sources or services they consult unless required by law.
3. The Alexander library will hold confidential the names of card holders and their registration information and not provide access for private, public or commercial use.
4. The lawful custodian of the records is the Director of the Library
5. The Alexander Public Library will not release registration, circulation Or other records protected under the Iowa Code, unless it is required By law to release the information.

PROCEDURES

1. Library Cards and Registration

- A. No procedures
- B. Application
 - 1. Make sure the application is completed
 - 2. Enter all patron information into the Follett system
- C. Verify patron's ID from any of the acceptable forms of identification. For out of state or town applicants the same procedure will be used.
- D. Issue library card
- E. Make sure parent or guardian gives consent on the application for children under 14.
- F. Check for valid library card before materials are checked out.
- G. Every six months a periodic deletion of patron records will occur. Check the Follett patron records for all patrons, those that haven't checked out materials for six months to a year will be put on the inactive status, those over a year will be deleted.
 - 1. Sign in the Follett system.
 - 2. Double Click on reports
 - 3. Click on Patron Reports
 - 4. Click on Patron Statistics-Summary-run report for all inactive patrons
- H. Issue new card
 - A. Edit patron's record in the Follett system.
 - B. Under circulation bring up the patron's record.
 - C. Click on edit patron
 - D. Under site information-patron's barcode insert the new barcode
 - E. Under the comment section put "card lost/stolen, old patron number and the new patron number"

2. Circulation and Renewals

- A. A longer loan period may be allowed at patron's request and at staff discretion.

- B. Stamp books with a two week due date from the day material checked out.
- C. Stamp periodicals with a two week due date from the day material checked out.
- D. Stamp audio books with a two week due date from the day material checked out.
- E. Stamp puzzles and children's materials with a two week due date from day material checked out.
- F. Reference books can't be checked out. If requested, material may be checked out for two weeks.
- G. When patron picks up their Interlibrary Loan material, let patron know of due date. Mark in loan book the date of conversation, patron's name and due date of the material being checked out through Interlibrary Loan.
- H. Inform patron of DVD limit if checking out more than the allotted amount.
- I. If patron notifies staff they would like to renew a certain material, staff will first check the waiting list for that particular item, if material isn't on list, renew material. Change the renewal date in the Follett system.
 - 1. Go into the Follett system under circulation.
 - 2. Bring up the patron's records
 - 3. Click on the renewal all, date will change to the new renewal date.
 - 4. Inform patron of new material due date.
- J. If the item is returned during business hours, item will be checked in through the Follett system. If material is put in the drop box, item will be checked in the next day when the library opens.
 - 1. Go into the Follett system under circulation, click on check in. Make sure the "record in library use" box isn't checked; scan the material bar code, file.

3. Holds

- A. The hold material folder will be checked on a daily basis; patron will be notified when material becomes available.

4. Fines and Charges

- A. A current checkout/fine report will be run daily in the Follett system for overdue materials.
 - 1. In the Follett system go into reports, click on patron reports. Run the

current checkout/fine report. Report will show all overdue material, and the current fine charge.

- B. A call will be made to the patron when material becomes overdue.
 - 1. If material isn't returned, a bill will then be sent to the patron stating the item that needs to be returned, and the cost of the material to be replaced.

5. Probation

- 1. Library Director will determine probation period.

6. Damaged Materials

- 1. Notice will be sent to the patron after damaged material judged as being unsuitable for the library collection.
- 2. Sample of notice filed in the forms manual.

7. Freedom to View

- A. No Procedure
- B. Movie Lending Permission Form needs to be filled out for patron restrictions by the patron's parents or guardian.
 - 1. Form will be found in the forms manual.

8. Confidentiality

- A. No procedure
- C. The Iowa Code 22.7 will be placed in a public designated area.
- D. Staff will read and be familiar with the Iowa Code and the Confidentiality clause which will be followed by all library personnel.
 - 2. No Procedure
 - 3. No Procedure
 - 4. Information will not be released unless required by law, then the only person to release information will be the lawful custodian, the Library Director.

Guidelines

1. Library Cards and Registration

- A. No Exceptions
- B. Out of state residents will need to obtain a library card. With one exception, if the out of state resident is staying with family members and they are given permission to use their card, then a library card won't be necessary.
- C. If the required identification isn't available, a friend or family member can be used for identification purposes, but only as a last resort.
- D. Replacement cards will be .50 cents
- E. No exceptions
- F. No exceptions
- G. No exceptions

2. Circulation and Renewal

- A. The only exception is if the library knows someone is going on vacation then the checkout period can be extended.
- B. No exceptions
- C. No exceptions, unless DVD being renewed has been checked on the DVD waiting list.
- D. No exceptions
- E. No exceptions

F. An exception can be made at the staff's discretion; if it is determined the requestor has a good reason why the reference material has to be checked out of the library. Acceptable reasons: More than one person will be viewing the reference material, educational purposes, or class project.

G. No exception

H. No exceptions

I. No exceptions

J. No exceptions

3. Holds

A. No exception

4. Fines and Charges

A. Unless staff deems an effort was made to return the DVD(s), there are no exceptions for late Dvd's. The exceptions that will be made are: Family emergencies, vacations, and illness. A phone call will need to be made to the library stating the situation as too why the DVD(s) will be late.

B. No exceptions

5. Probation

1. In the absence of the Library Director, staff can determine the probation period.

6. Damaged Materials

1. No exceptions

7. Freedom to view

A. No exceptions, unless the parent or guardian fills out the Movie Lending Policy Form, anyone under 17 will be able to check out any movie regardless of the MPAA rating.

B. No exceptions

8. Confidentiality

A. No exceptions

B. No exceptions, staff will become familiar with the Iowa Code 22.7

1. No exceptions

2. No exceptions

3. No exceptions

4. No exceptions, unless the custodian of the records, the Library Director, is out of town, ill, or in the hospital, only the person the Director designates as the custodian will be able to release the records.

5. No exceptions