

## AUBURN PUBLIC LIBRARY

### Circulation Policy

#### A. Registration

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

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

*I, A RESIDENT OF \_\_\_\_\_ AGREE TO OBEY ALL THE 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.*

Citizens of Auburn, rural Sac County, and communities participating in Iowa's Open Access program may obtain a library card.

Adult patrons are asked to provide identification. A driver's license or government issued photo ID is preferred, but any other official ID or a recent non-personal piece of mail may be acceptable. If proof of residence is not available, proof may be provided on the next visit.

Children may register for a library card at any age when they can accurately provide full name, address, phone number, and birthdate. Parent or guardian permission must be provided for children who are unable to provide accurate registration information.

New patrons will be limited to a total of three items. When a library card has been used in good standing for a period of sixty days, there is no limit on the number of items a patron can borrow at one time, unless they are new materials or materials in great demand.

A patron may be limited in the number of items he/she may check out at a time at the discretion of library administration if he/she consistently has overdue materials.

Library cards are valid for three years and may be renewed upon patron request at expiration.

#### B. Use of Library Material

Check out loan periods: Two weeks for books and periodicals, one week for DVD's.

Newspapers do not circulate.

Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.

Interlibrary loans are due the date indicated by the lending library. There is currently no charge for this service. Patrons are responsible for replacement cost for lost or damaged materials and any additional fees charged by the lending library.

Books and DVDs may be renewed if there is no waiting list for the title and it is not a new material.

Auburn and rural Sac County residents have access to a variety of electronic resources including subscription databases, e-books, e-audiobooks, and online magazines with a current library card.

### **C. Reserve Material**

Reserves may be placed by patrons either in person or over the phone. Patrons will be notified by phone when the materials are available. There is no charge to the patron for placing reserves, or for the interlibrary loan services.

### **D. Fines and Charges**

There are no fines for overdue materials. We will notify you by phone, mail, or email and if the material is not returned within a designated period, a bill will be sent for the replacement cost. Patrons who have overdue materials may be denied borrowing and computer privileges until those overdue materials are returned or paid for if lost and/or damaged.

Iowa Code addresses the theft of library materials or equipment in sections 714.5 and 808.12. Patrons may refer to these sections of the Iowa Code for more information.

### **E. Damaged Materials**

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.

### **F. Confidentiality**

Under Iowa law, 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 shall be kept confidential, Iowa Code, Section 22.7.

Information concerning an individual's account will be released to that individual only.

Other requests for the release of confidential patron records will only be honored pursuant to a court order as provided in Iowa Code, Chapter 22.

The library will release information to the parent or guardian of a minor child for the purpose of recovering overdue materials and settling accounts for lost, late or damaged material, and for other matters related to the recovery of material or charges incurred by the minor child for which a parent or guardian may be considered liable. However, information will not be provided to the

parent or guardian who is merely attempting to determine what library materials a minor child is using.

The Library Director or the Director's designee, as the lawful custodian of library records, is authorized to release records that are otherwise confidential if the purpose of such release is in accordance with the provisions of this policy and Iowa law.