**CIRCULATION POLICY**

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1. Borrower Eligibility/Responsibilities

The Pocahontas Public Library subscribes to a full Open-Access policy. Any person, regardless of place of residence, is eligible for a library card. Library use privileges may be revoked for continued violation of regulations.

1. Registration

All library patrons are required to provide an address and current phone number in order to receive a library card. The card is free.New Card Policy: 2 items at a time may be checked out during probationary period of 3 months. (1DVD’s is allowed per family)

1. Confidentiality of Records

All library circulation records, individual reference requests, and reading interests of patrons are confidential. This information shall not be available to any agency of state, federal or local government except pursuant to legal process, with proper showing of good cause in a court of competent jurisdiction. Section 22.7 (13) Code of Iowa, provides that libraries may not reveal to a third party the titles of items another patron has borrowed. The library director shall be the lawful custodian of the library records.

1. Interlibrary Loan

The Pocahontas Public Library supports participation in and use of regional, state and national interlibrary networks. The library is a member of the Open Access and Access Plus programs. Patron requests can be made at the circulation desk. There is a $2 fee for interlibrary loan. Classroom teachers and home school parent-teachers will not be charged the $2 fee for materials used in the classroom. Interlibrary loan period is determined by lending library. Charges assessed by the lending library must be paid by the borrower. If time is a consideration, the library will request a lender library to transmit material of 3 pages or less via FAX machine. There is no fee charged for this service. The library will use current technology to locate and request materials as quickly as possible. A request will be processed in one business day. A patron will be notified of the arrival of materials within one working day.

1. Statement of Fees and Charges

The Pocahontas Public Library subscribes to the following statements from *The Public Library: Democracy’s Resource: A Statement of Principles* as written by the Public Library Association:

“Public libraries freely offer access to their collections and services to all members of the community without regard to race, citizenship, age, education level, economic status, disability or any other qualification or condition.

Free access to ideas and information, a prerequisite to the existence of a responsible citizenship, is as fundamental to America as are the principles of freedom, equality and individual rights.

Public libraries were funded and supported by appropriations from tax revenues for very practical reasons: to provide and conserve books and journals economically for community use.”

The library may charge fines or fees to encourage compliance with rules which promote fair and equal access to limited resources. Fees may be charged for materials or services that become the property of the user.

Loan Periods

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Books. . . . . . . . . . . . . . . . . . . . . . . .2 weeks

Magazines. . . . . . . . . . . . . . . . . . . . 2 weeks

Vertical file materials . . . . . . . . . .. .2 weeks

Audio CDs . . . . . . . ……………. .2 weeks

DVD’s, $1.00 fee. . . . . . . . . . . . . . .3 days

DVD Player, $2.00 fee. . . . . . . . . . .3 days

Non-circulating reference . . . . . . . in-house use

Slide projector . . . . . . . . . . . . . . . . 1 week

Overhead projector . . . . . . . . . . . . . 2 weeks

Screen. . . . . . . . . . . . . . . . . . . . . . . 1 week

Projector for Computer. . . . . . . . . . .1 week

Materials may be renewed for original loan period if they are not on reserve. They may be renewed by phone or e-mail. Longer or shorter loan periods may be arranged, if necessary, by the librarian on duty.

1. Fines

Books. . . . . . . . . . . . . . . . . . . . . . . . . 5 cents/day

Magazines. . . . . . . . . . . . . . . . . . . . . .No Fine

Audio CDs . . . ................... . . . . . . . . 5 cents/day

 DVD’s. . …………… . . . . . . . . . . . . .5 cents/day

Overdue Procedures:

 Not more than $3.00 is charged for any one overdue item. Fines for damaged materials will be the decision of the librarian on duty.

 Fines will not be assessed for overdue materials used as part of the curriculum by classroom teachers or home-schooling parents as long as they are returned in a reasonable amount of time. Extended loan periods may be arranged for if necessary, as long as the material is not in high demand.

 Patrons are notified of overdues by mail, email or telephone. Patrons who have been notified of overdue materials may have their borrowing privileges restricted until everything is returned and fines are paid, or until arrangements have been made with the library director.

 Patrons are liable for the loss or damage of materials. A processing charge may be charged if replacement is necessary.

 Overdue notices will be handled privately and confidentially by the library staff.

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