

<b>Oskaloosa Public Library Policy:</b>	Borrowing & Circulation (including Statement of Confidentiality)
<b>Adopted:</b> May 24, 1998	<b>Last Revision:</b> October 2007

**Access**

In-Library Use of Materials

Anyone, regardless of his/her residency, age, race, religion, national origins, or social or political views, may use library materials within the library building in accordance with established policies and procedures.

**Borrowing Privileges**

Eligible Borrowers

Those eligible for a library card are:

1. Oskaloosa residents.
2. Residents of unincorporated Mahaska County areas.
3. Residents of incorporated towns with whom we have reciprocal borrowing agreements (New Sharon, Eddyville).
4. Individuals whose city has contracted for services with our library (currently Beacon, Fremont, Keomah Village, Leighton, Rose Hill, and University Park).
5. Cardholders from libraries participating in the state's Open Access.
6. Individuals who own property in the city of Oskaloosa but reside elsewhere.
7. Owners of businesses that rent property in the city of Oskaloosa.

Library cards are issued to individuals and are not transferable among family members or friends.

Patrons may not check out materials unless the library card is presented or reported lost within the last 30 days. Exceptions may be made for children who have just completed 5<sup>th</sup> grade or below.

Cardholders are responsible for all items checked out on their cards.

Library card application.

1. All individuals are required to:
  - Complete a registration card.
  - Show photo identification with current name and address on it.
  - Show proof of current address.
  - Pay any fines or fees incurred previously at this library.
2. Applications by children under the 6<sup>th</sup> grade level must be signed by a parent or legal guardian. The signer must show proper ID or a valid Oskaloosa Public Library card before the child may receive a card.
3. The applicant's signature on the registration card indicates that the statement of responsibility has been read and agreed to. In the case of a child below 6<sup>th</sup> grade, this responsibility is held by the parent or legal guardian who signed for the card.

Teacher's Cards

See "Teacher's Cards" policy.

### Temporary Cards

Upon presentation of identification showing permanent name and address, temporary cards will be issued to persons residing in the area for a limited time. A fee of \$10.00 per temporary card will be charged. This fee will be kept on site and will be refunded upon surrender of the library card. Fees that are not claimed within 6 months of cessation of use will be considered a donation and used to purchase new library materials.

### Expiration of Library cards

1. Library cards expire periodically for the purpose of verifying current contact information by staff.
2. Cards not used for some time (length of time will be determined by the library) are subject to being purged from the database. In the event of such purging, the borrower will be required to complete a new registration form, pay any outstanding fines or fees, and will be issued a new card at no charge.
3. Library cards may be revoked by the Library Director for misuse or abuse of borrowing privileges.

### Lost Cards

Lost cards should be reported as soon as possible to the Library so borrowing privileges may be suspended on that card. Replacement cards will be issued for \$2.00 for adults but no fee will be charged for children below the 6<sup>th</sup> grade level. There is a limit of three lost cards per 12-month period.

## **Circulation**

### Loan Periods for Materials

The purpose of establishing various loan periods for library materials is to balance a patron's need to use materials for a reasonable time against the desire to have materials available in the library to meet public demand.

<b>Material Type</b>	<b>Loan Period</b>	<b>Renewal</b>	<b>Limit</b>	<b>Reserve</b>
Books	14 days	yes*	none	yes
Bestsellers	14 days	No	2	no
Books on tape	14 days	Yes*	None	yes
Books on CD	14 days	Yes	None	yes
VHS (feature)	3 days	No	3	yes
VHS (non-fiction)	14 days	Yes*	None	yes
DVD (feature)	3 days	No	3	Yes
DVD (non-fiction)	14 days	Yes	None	yes
Music CDs	14 days	Yes*	3	yes
CD-ROMS	7 days	No	3	yes
Book/Tape Kits	14 days	Yes*	None	yes
Magazines (back issues)	14 days	Yes*	None	yes
Realia	14 days	No	1	Yes
Toys/Games	14 days	Yes*	None	yes
A/V Equipment***	3 days	No	1	yes

\* If there are no holds on the item

\*\* A grace period of three days may be allowed on certain items.

### Circulation Periods for Supporting Groups Members

The Library offers extended checkout periods for current members of the Friends of the Oskaloosa Public Library. This privilege is also extended to board members of the Oskaloosa Public Library Foundation. Items which typically check out for 3 days are circulated for 7 days, and items which typically check out for 14 days are circulated for 21 days.

### Renewals

Materials designated as renewable above can be renewed:

- \*By phone, in person, or by electronic access.
- \*If the item is not on hold for another person.
- \*Limit: two renewals per item.

### Holds and Interlibrary Loans

Most books and library materials that are currently in circulation may be placed on hold in person, by telephone, or electronically. Patrons will be notified when the item is available for pickup. The item will be held for three days at the circulation desk. There is no fee for this service.

If the library does not own the material you need, we will borrow it from another library through Interlibrary Loan (ILL). The requested material may be available within several days or within three to four weeks, depending on the source location. If the item can be acquired in Iowa, no fee will be assessed. If a nationwide search is requested after the failure of the Iowa search, a \$3.00 per item charge will be assessed. Any charges must be paid when the item is picked up. If the item is not picked up, the charge will be placed on the patron's library card. Interlibrary loan service is only available to Oskaloosa residents and residents of contracting areas.

### Limitations

In an effort to more evenly distribute limited resources during high-demand times, the number of materials in any given format or subject area that may be checked out by a borrower may be limited at the discretion of library staff.

Standard limitations:

- 3 music CDs per card.
- 3 feature videocassettes per card.
- 3 feature DVDs per card.

### Fines

<b>Material type</b>	<b>Daily Rate</b>	<b>Maximum Fine</b>
Adult hardcover or trade paperback	0.10	\$5.00
Adult mass paperback or magazine	0.10	\$2.00
Children's materials	0.05	\$2.50
All VHS and DVDs	1.00	\$10.00
CDs and CD-ROMS	0.25	\$5.00
Realia	0.25	\$5.00
A/V Equipment	\$5.00	\$50.00

### Fine discounts

All fines will be discounted 50% when paid at the time of the return of the materials. This discount does not apply to fees paid for lost or damaged items.

### Borrowing Restrictions

A patron's borrowing privileges will be temporarily suspended if:

- \* Fines and/or fees owed the library exceed \$2.50.
- \* The patron has not returned items that are four or more weeks overdue.

Borrowing may resume when fines are paid or reduced below the limit. The library reserves the right to prevent borrowing of materials on the card of a minor by a parent or guardian whose card falls into the delinquent category due to overdue materials, non-payment of fines, and/or non-return of materials. Conversely, the library may block the card of parent or guardian whose child has a delinquent card, provided the parent or guardian has custody of the child and the child is below the 6th grade level.

### Non-Returned Library Materials

The Code of Iowa 1997 Section 714.5 deals with library materials and evidence of intention. "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." The Library shall comply with the provision and procedures outlined in the Iowa Code and its supplements in assuring that materials borrowed from the Oskaloosa Public Library are returned to it.

Patrons will be notified of overdue items by phone or mail at 14 days and 30 days past the due date. Replacement costs will be added to the borrower's record at 90 days.

Once an item is 90 days overdue and no attempt to make payment has been made, the director may, at his or her discretion, turn the matter over to law enforcement.

If an item is returned after it has been withdrawn from the collection and paid for, the decision about a refund lies with the Director. If a refund is granted, the maximum fine (no 50% discount allowed) plus a \$5.00 reprocessing fee will be deducted before a check is issued by City Hall. This process may take up to six weeks. If the material is returned after it has been withdrawn but before it is paid for, the patron will be charged the maximum fine (no 50% discount allowed) plus a \$5.00 reprocessing fee.

### Replacement Costs of Lost or Damaged Materials

The cost of lost or damaged material from the library will be the purchase cost if the item is still readily available in the same format, plus a \$5.00 reprocessing fee. No refunds are given if the item is returned after it is paid for. If the item is no longer available, a flat fee will be charged according to the following schedule, plus a \$5.00 reprocessing fee. (This schedule will be updated regularly by the Library Board on the advice of the Director or Youth Librarian).

<b>Adult Materials*</b>		<b>Juvenile Materials*</b>	
Fiction books	\$26	J books	\$20
Nonfiction books	\$34	JP books	\$18
Reference books	\$60	J CDs	\$16 (1)/\$25 (2)
Books on tape	\$11/\$18/\$22/\$26	J music tapes	\$10
Videocassettes	\$15	J videocassettes	\$15
DVDs	\$25	J DVDs	\$25
CDs	\$16 (1)/\$25 (2)	Toys/games	\$20
Books on CD	\$12 x number of discs	Trade paperbacks	\$7
Genealogy books	\$60	Mass paperbacks	\$5

Iowa Collection books	\$30	Board books	\$6
Large print books	\$28		
Young adult books	\$20		
Magazines	\$3		
Trade paperbacks	\$14		
Mass paperbacks	\$8		
New Reader books	\$10		
AV equipment	Replacement cost		

\*In cases where the documented purchase price was more than the set fee, the purchase price may be charged (i.e. reference books, local history, art books, genealogy, etc.)

#### Slightly Damaged Materials

If damaged materials can be repaired in the library, there is no charge. For substantially damaged items that cannot be repaired in the library, the replacement cost will be charged.

#### Access Restrictions

The library reserves the right to deny access to other library privileges (Internet or computer usage, headphone usage, meeting room reservations, etc.) to those patrons whose cards are delinquent due to overdue materials, non-payment of fines, or non-return of library materials.

### **Statement of Confidentiality of Library Records**

It is the policy of the Oskaloosa Public Library not to release information that would reveal the identity of a library patron who checked out or used certain materials or requested an item or information from the library. Information concerning the account of a patron will be released to that person only.

However, the library will release information to the parent or guardian of a minor child for the purposes of recovering overdue materials and settling accounts for late, lost, or damaged material, and for other matters related to the recovery of material or charges incurred by minor children if the parent or guardian is liable. Information will not be provided to parents or guardians who are merely attempting to determine what library materials their minor children are using.

It is the intent of the Board of Trustees of the Oskaloosa Public Library to empower the Library Director or their designee, as the lawful custodian of library records, to release circulation records that are otherwise confidential, if the purpose of that release is in accordance with the provisions of this policy.

Other requests for the release of confidential patron records will be honored if submitted in writing and accompanied by an order from the court as outlined in Chapter 22.7 of the Iowa Code.

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