

## **Maxwell Public Library**

### **CIRCULATION POLICY**

#### **[1] REGISTRATION – LIBRARY CARDS**

Library cards are issued immediately if you have a photo identification and proof of current residential address at the time of application. A post office box is not a sufficient address. Mail may be used as proof of address if it has been postmarked within two weeks of the current date.

Persons eligible for library cards must be a resident of Maxwell or unincorporated Story County. Also, persons living within the service area of an Iowa library, approved for reciprocal borrowing through the Open Access Program (check at the Registration Desk for confirmation.)

Children who fit the residence requirements are eligible for a library card and are entitled to complete confidentiality. A guardian's signature is required for persons under age 12. Responsibility for a child's selection and return of materials, and any fines or charges accrued on the child's card, is that child's responsibility or a noted guardian.

If a person forgets his or her library card, it is possible to borrow materials once with photo identification. Borrowers must present their library card the next time they borrow materials, or purchase a replacement card.

Lost or stolen cards may be replaced after showing identification. The replacement fee for lost or stolen cards is \$1.00

The first time check out restriction is 1 book and 1 movie. Check out restrictions may be issued at any time for any reason by the library director.

#### **[2]. MATERIALS**

Circulating books and magazines are loaned for a period of two weeks and may be renewed for another two weeks. After an item has been renewed once, it must be seen by the librarian to be renewed again. There are no renewals for items on hold or reserved for another patron.

Circulating books on CD are loaned for a period of two weeks and may be renewed for another two weeks, if the materials are not on reserve.

Circulating DVDs are loaned for a period of 3 days or 7 days, 7 day movies may be renewed once. 3 day movies are not renewable. Checkouts are limited to 4 DVDs (No more than 2 new releases).

**Items are to be returned by closing time of the due date.**

A fine of twenty-five cents (.25) per item (book, magazine) per day will be assessed against any patron not returning materials by the date due. A fine of Two Dollars (\$2.00) per DVD per day will be assessed against any patron not returning materials to the library by closing time of the date due. If materials are not returned within one week of the due date, a notice will be sent by mail. This will be followed by a letter outlining charges for the materials and legal implications of retaining library materials for materials not returned in 30 days from date due. Fines will accumulate up to the replacement cost of the item(s) or \$3.00 plus \$1.00 postage/processing fee if returned. The outside book drop or video drop can be used to return materials when the library is closed.

Damaged or lost materials will be the responsibility of the borrower at repair/replacement cost plus \$3.00 processing fee.

Persons with unpaid fines of more than \$10.00 or overdue materials will not be permitted to check out additional library materials. Materials may continue to be used in the library. Check out restrictions may be issued at the library director's discretion.

Patrons may request that an item be held for them. The patron will be notified by phone, e-mail, or postcard when the item is available. If the item is not claimed within 48 hours after notification, it will be given to the next patron on the reserve list or returned to general circulation.

### **[3] INTERLIBRARY LOAN POLICY (ILL)**

If the Maxwell Public Library does not have certain material requested by a patron, the librarians will be glad to request the sought after materials from SILO (State of Iowa Libraries Online).

Maxwell Public Library may request \$1.00 per item to help cover postage costs we endure from sending them back to the loaning library.

Limits: Patrons will be limited to 2 items requested at one time. The total amount could go up to 5 items depending on the type of materials and usage intended. For example: a school teacher could request up to 5 items when used for a class unit. When those items are returned by the patron, more items can be requested. There is no cap on the amount of items a person may request in the course of a fiscal year (July-June).

Circulation Period: The circulation period is set by the lending library. Renewals are up to the discretion of the lending library. If a renewal is requested by a patron, we will e-mail the lending library and request an extension; then contact the patron with the answer.

Patrons will be contacted up to 2 times when an item is received at the library and contact dates will be noted in the patron record. If the item(s) is not picked up by the patron within a week, the patron will be charged the full cost of the return postage.

#### **[4] AUDIO VISUAL LOAN POLICY**

The Motion Picture Association of America (MPAA) ratings for videos are guidelines to assist patrons in deciding which movies to watch. Parents are urged to learn about films they want their children to see by reading reviews and feature articles or speaking with those who have seen or heard of the movie. Library staff may also provide information on movies in the collection. The Maxwell Public Library cannot deny anyone the right to use sources it offers.

A limit of four DVDs may be borrowed at one time. All DVDs must be returned to the library by closing time on the date due. All media may be put in the **Silver** drop box when the library is closed.

DVDs are copyrighted materials and illegal duplication is prohibited by federal law.

Audiovisual materials are on a first-come, first-served basis.

Patrons may check out up to 4 movies per card at a time but no more than 2 new releases. The day you check out is considered day one on all new releases.

Adopted: \_\_\_\_\_

President: \_\_\_\_\_

Secretary: \_\_\_\_\_