

Andersen Center Point Library Circulation Policy

The use of the public library is a privilege that is free for all who choose to borrow the material we offer. Returning items late Taking care of items borrowed is a responsibility you assume when items are lent to you. Suspension or limitations of privileges may be set for patrons that are habitually breaking policy.

Registration

All borrowers must be registered and must have a valid individual or joint account to borrow library materials. The account holder retains responsibility for all material borrowed. Patrons must fill out an application in person and verification of identity is required. A driver's license or student ID is preferred; however, any other official ID or a current utility bill or lease with the name matching an older picture Id may be acceptable. An address must be a physical address within the State of Iowa. A postcard can be mailed to your place of residence for proof of address. If none of these options are available you may still use the library's services and books will be made available for you. Authorization of other people to use the account must be made in writing, in person by the main account holder. Applicants under 16 years of age must have a parent or guardian consent to responsibility on the application form before a new account can be issued.

As an incentive to return materials in a timely manner, the amount of items a patron is allowed to check out may be based on his/her own borrowing record. A new patron's borrowing record will be established during a thirty day probationary period. Probationary patrons are limited to borrowing three items at a time with only one movie at a time. After the probationary period, the number of most materials is unlimited, as long as a responsible borrowing record is kept.

All unused library accounts expire after 2 years. In order to renew a library account, patrons must produce identification and must clear all outstanding fines and bills. It is the patron's responsibility to notify the library of any changes in the application on file, such as address, email & phone number.

Loan periods

- 3 weeks for books, audio books, cake pans and past issue periodicals
- Seven days for new DVD's and Current issues of periodicals.
- Generally reference books do not circulate.
- Interlibrary loans are due the date indicated by the lending library.
- All items are due at the close of business on the due date.

Most materials may be renewed twice if it is not a "new" item. Renewals can be made in person, on line, by phone or e-mail. DVD's are one week, one renewal and there are no renewals on new DVD's. There is no limit on the number of books a patron in good standing can borrow. Movies in DVD format are limited to *6 DVD's per household*.

Reservations

Patrons, either in person or over the phone or on line may place reserves. Patrons will be notified when the materials are available. Material will be held as follows: DVD's 2 days, Items with waiting lists and new releases 3 days, older material one week. If your contact information in our system is not current or you do not pick up your reserves, the material will be forwarded on to the next person on the waiting list.

Interlibrary Loans

The library will request materials for patrons from other Iowa libraries if the material is not available in our collection. A form is available for requesting materials from other sources. There is no guarantee that the materials you request will be available. You will be called when the material you ordered is received. If you do not pick the materials up that you requested you will be fined the cost of shipping per item to cover postage fees. Interlibrary loan requests must be made in person by established patrons.

Damaged materials

If materials are returned incomplete, damaged or in a condition unsuitable for the collection, the patron must pay the replacement cost of parts or the full item. Charges will be added to the patrons account and notification will be made for any charges for replacement over \$3.00.

Overdue and Fines

For decades, fines for overdue material have been a practice in libraries to motivate patrons to return material on time and punish those who do not. Libraries are recognizing that this practice is unfairly punitive to the vast majority of library users who mostly do their best to adhere to due dates. The Andersen Center Point Public Library does not charge daily overdue fines.

The library staff reserves the right to restrict or deny check out privileges to any patron who abuses privileges by not returning materials, not paying for a replacement charge, repeatedly damaging items and/or consistently having long overdue material that requires notifications.

Overdue Procedure:

1. Electronic notices will continue to be sent automatically through the system. The staff will check for items overdue 7 days or more. Shelves will be checked to make sure items are not in the library. If not found, the first direct notification will be made from the library staff to the patron.
2. If the items are not returned after approximately 14 days, a second notification will be made by the library staff to the patron. First and second notices will be made by email or phone call. If neither is available a letter or a postcard will be sent.
3. At 30 days overdue a third notice will be made by the library staff through the mail to the patron. They will have 15 days (45 days total overdue), to pay the total amount on the bill or return the items.
4. If the library has not received payment or the items have not been returned at 45 days overdue, the Director will be notified and the patron may be assessed the cost of replacement for the items.
5. If the patron returns an item **after** 45 days and a replacement has already been ordered, the patron must still pay the replacement cost, but may keep the found item. Once the patron has paid the cost of replacing an item, it is considered theirs. The library will not issue refunds to patrons for the found item once a replacement item has been ordered.

Records will be kept on each contact the library makes with its patrons in order to assure accurate reporting of all notices between the library and patron. It is the patron's responsibility to notify the library of changes in any contact information that would prevent notices from being received.

In short, once items are 30 days overdue patrons will receive their third and final notice to return the overdue item. When the patron receives the third notice, they can either:

- Pay the appropriate fee listed on the bill as determined by the Director
- Return the overdue item(s) to the library in good condition within 15 days from the date of the bill.