

Circulation Policy

Palmer Public Library Circulation Policies

Borrowers' Eligibility:

Person's holding a current Palmer Public Library card in good standing may check-out library materials. Upon signing a Computer/Internet User Agreement Card, card holders may also use the computers and the wireless internet access.

Children 12 and under are eligible for a card once their parent or guardian has signed the Library Card Application.*

*Children visiting from out of town or children who are brought in for regular visits to the library may obtain a card with the signature of the adult who they are staying with or that regularly brings them. This adult must be willing to take responsibility for the materials checked-out on the child's card.

Patrons age 13 to age 18 and up may receive a card without an adult signature but are unable to use computers or check out movies until an adult signature is obtained.

Valid proof of identification may be required for an adult card. An officially issued ID shall be considered as valid proof.

Replacement cards may be obtained for a fee of \$3.00.

Patrons are responsible for any item checked-out on their card. If the patron's card is lost or stolen they must notify the library. Upon such notification, no materials will be loaned on that card.

Holds:

Holds are taken on titles which are owned or on order. Holds are made only at the specific request of the patron. Items on hold will be kept for pick-up for one (1) week.

Outreach Services:

The Palmer Public Library will provide, upon request, delivery of materials to homebound persons.

Access Plus, ILL and Open Access Program:

The Palmer Public Library participates in the Access Plus and Open Access Program's sponsored by the State Library of Iowa. Items Borrowed through the Access Plus Program will be held for one (1) week for patron to pick up. Items borrowed from Access Plus or ILL (interlibrary loan) services will be charged a postage fee of \$2.00 plus any postage fees that may be required from the loaning library. All efforts will be made to

find the requested item at the lowest fee possible. Open Access patrons are encouraged, but not required, to obtain a Palmer Public Library Card.

Equipment:

The following Equipment is available for patron use at no charge:

1. Computers
2. Typewriter to be used in the library at the conference table or workstation designated by library staff.
3. Tape recorders.

There may be a fee for the following:

1. Photocopies
2. Fax machine
3. Computer paper

Circulation Periods:

1. Videos and DVD's – All video's and DVD's are due on the next **Library** business day.
2. All other circulating items – two (2) weeks.

Items may be renewed once*unless item is on reserve for another patron.**

*Unless permission is granted by Director – Movies do not qualify for renewal.

** Multiple renewals may be made at the Directors Discretion.

Patron may renew items over the phone, by email, or by mail. Some items may be automatically renewed at the Directors discretion.

The size of our collection and demand for specific materials- for special class projects, seasonal items, etc. may require a limitation on number of items checked out by any one person. The loaning of these materials will be left to the discretion of the Director.

Overdue, Lost or Damaged Library Materials:

The Palmer Public Library will pursue all legal avenues to retrieve library materials and property that are overdue, lost, stolen or damaged.

Patrons having overdue items may not check-out materials or use the computers until the overdue items have been returned and payment has been received for lost items. Lost items are considered to be those the patron concedes cannot be located or have been checked out for more than two (2) months.

When library materials have been lost the patron will pay the replacement cost. The Director will determine the amount of damage to be assessed in the case of damaged materials.

All payments are considered final. No refunds will be given if the item is later found.*

*If lost item is found in a reasonable time period after payment a refund may be given at the discretion of the Director. Reasonable time period is also at the Discretion of the Director.

Confidentiality of Records:

According to Iowa Code 22.7 The following public records shall be kept confidential, unless otherwise ordered by the court, by the lawful custodial of the records, or by another person duly authorized to release such information: 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. The records shall be released to a criminal for juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.

The Palmer Public Library will release information to the parent or legal 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 materials or charges incurred by minor children for which a parent or legal guardian may be considered liable. However, information will not be provided to the parent or legal guardian who is merely attempting to determine what library materials a minor child is using.

Fine and Fees:

DVD's that are overdue will be charged \$0.50 (50 cents) per day starting on the close of business on the day item(s) are due.*

*Fees start accruing on the day after item is due and will stop on the next **OPEN LIBRARY BUSINESS** day that item is returned. DVD's returned in to the book drop **will not** be checked in until the start of the **next LIBRARY business** day.

Ex: DVD checked out on Monday Due is due by close of business on Wednesday, late fees start on Thursday. If Item returned by close of business Saturday, total fees due are \$1.50, if item returned by close of business Monday total fees are \$2.50, if item returned by close of business the next Wednesday total fees are \$3.50.

Withdrawal of Materials:

Materials which are no longer useful in the light of the objectives of the Palmer Public Library will be weeded from the collection according to the accepted professional practices.

Factors to be considered in the weeding process shall include:

1. Usage – based on the frequency of circulation
2. Literacy merit
3. Accuracy of material
4. Community interest and availability of other material on the subject
5. The physical condition of the material

The Director shall dispose of the weeded material in an appropriate manner.

Adopted November 1, 2012

Reviewed and approved by the Library Board of Trustees