

Oskaloosa Public Library Policy:	Borrowing & Circulation (including Statement of Confidentiality)
Adopted: May 24, 1998	Last Revision: March 2012

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 rural Mahaska County.
3. Residents of Mahaska County towns with their own public libraries.
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 program.
6. Effective April 1, 2012, library cards will not be issued to anyone under the age of 3.

Library cards are issued to individuals and are not transferable for Internet usage. Use of another’s card for checkout of reading materials may be acceptable at the discretion of library staff.

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 minors using “Kids” cards, and for teens or adults based on photo identification being provided, at the discretion of the library staff

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 minors under 18 must be signed by a parent or legal guardian. The signer must show proper identification before the minor 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 minor under 18, this responsibility is held by the parent or legal guardian who signed for the card.
4. Cards issued to children are intended for the child’s use only.

First Time Card Holders

First Time Card holders will have a 6 month probationary period. Adult patrons will have a 5-item limit (including only one media item) and internet usage. Teens will have a 5-item limit (including only one media item) and internet usage with parental permission. Children will have a 15-item limit (including only one media item) and internet usage with parental permission.

Teacher's Cards

See "Teacher's Cards" policy.

Temporary Cards

Upon presentation of identification showing permanent name and address, current local address and local contact person, temporary cards (valid for three months) will be issued to persons residing in the area for a limited time. The temporary card will have a 2 item limit, only one of which may be a media item, and will include internet usage. A fee of \$25.00 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 every two years, and are subject to periodic verification of 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 \$5.00 for adults but no fee will be charged for children below the 6th 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. No patron may have more than 15 items checked out at one time. Media items are limited to 3, which are included in the 15-item limit.

Material Type	Loan Period	Renewal	Limit
Adult/Children/Teen Books and Magazines, Audio Books, Nonfiction DVDs, Toys and Board games, VHS tapes	14 days **	Yes*	15
Media-Music CDs	14 days **	Yes*	3
Media-DVD/Blu-Ray (feature), DVD games	3 days	No	3
A/V Equipment	3 days	No	1
GPS	14 days	No	

* 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. 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. A flat \$2.00 fee to offset postage costs will be assessed for all fulfilled requests. The fee must be paid when the item is picked up. Because of the cost involved in procuring interlibrary loan items, materials ordered but not picked up will result in a \$5.00 fee charged to the patron’s card. Interlibrary loan service is only available to Oskaloosa residents, residents of contracting areas, and residents of Mahaska County.

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 Media items per card.

Fines

Material type	Daily Rate	Maximum Fine
Adult/Children materials	.50	\$5.00
All video materials	1.00	\$10.00
Music CDs	.50	\$5.00
Toys and other items	2.00	\$20.00
A/V Equipment including GPS	\$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.
- * Misused cards may be blocked from usage until reinstated by library staff.

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 minor child or teen has a delinquent card, provided the parent or guardian has custody of the minor.

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 unreturned items by phone or postcard after 14 days. Said notice will indicate that, if the items are not returned, action will be taken according to Iowa Code Section 714.5.

Replacement Costs of Lost or Damaged Materials

The cost of lost or damaged material from the library will be the retail price if the item is still readily available in the same format. 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 as determined by the Library Board on the advice of the Director or Youth Librarian).

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 any library service.

Statement of Confidentiality of Library Records

The Oskaloosa Public Library will not release information that would reveal the identity of a library patron who checked out or used specific materials or requested an item or information from the library.

However, the library will release to the parent or guardian of a minor child such limited information as may be necessary for purposes of recovering overdue materials or settling accounts for late, lost, or damaged material. The Board of Trustees of the Oskaloosa Public Library empowers the Library Director or a designee, as the lawful custodian of library records.

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 or as required by the Patriot Act.