

# **Circulation Policy**

Library cards are available to all residents of Grundy County and the State of Iowa. The adult patron requesting a card must provide a valid phone number and address (either street address or post office box) if available. Children 13 years old and under can obtain library cards but must be enrolled in Kindergarten, and have the library form signed by a parent or legal guardian. Family cards are available with an entire family sharing an account number. All materials borrowed and any fines accrued on the card of a minor are the responsibility of the parents or guardians.

## **Circulation of Materials**

1. New card holders will be limited to two items borrowed at a time for the first month.
2. Only six (6) DVDs or Blurays may be borrowed at a time to all cards at one address.
3. DVDs will be checked out for 4 days.
4. Seasons of TV shows on DVD or Blu-ray will be checked out for 7 days.
5. Periodicals, media kits and board games will be checked out for 7 days.
6. Books, audiobooks, puzzles are checked out for 3 weeks.
7. Items owned by this library may be renewed twice unless they are more than 30 days overdue or are requested by another patron. Items from other libraries are subject to the owning library's renewal limits.
8. Patrons may ask to have books or materials reserved for them. Names will be placed on a waiting list in order of requests made.
9. Equipment and technology may be available to check out based on the library's inventory. Items must be reserved in advance with a member of the library staff.
10. There may be exceptions to checkout times at the discretion of the library staff according to the situation and need.
11. Genealogy materials and other designated materials may be marked as "in library use" and may not be removed from the premises of the library. It may be possible to copy such "in library use" materials.

## **Overdue Materials**

1. KML does not charge fines for overdue materials. However, patrons are expected to return materials by their due dates to ensure that all library users have equitable access to materials. Overdue policies of the Kling Memorial Library shall adhere to Section 714.5 and Section 808.12, Code of Iowa. These are posted in the library for public viewing.
2. Each borrower, including employees and volunteers, are responsible for keeping the library up-to-date on their current information including mailing address, phone number, or email address. Each borrower, including employees and volunteers, are responsible for all materials checked out on their card. Library materials shall be loaned out for specific periods and will be subject to renewal limits.
3. When the library materials become 5 days overdue the library patron will be notified by text or email if one has been provided. At 14 days overdue a postcard Courtesy Notice will be sent as a reminder. When material becomes 30 days overdue a Final Overdue Notice will be sent with a list of the items and the patron account will be blocked from further checkouts until items are returned. At 60 days a Billing Notice by restricted certified letter will be sent as a final notice for outstanding materials & include replacement costs. The library may request, after three days following the certified mailing, action by the appropriate law enforcement agency.

4. When an item is returned damaged, reported lost, or not returned, the customer will be billed the purchase cost of the item. Library patrons who have overdue materials outstanding or who have accrued fees from lost or damaged materials may have their borrowing privileges suspended until materials are returned or replacement fees are paid — this includes the use of computers.
5. Borrowers are expected to pay the cost of any materials lost or damaged while checked out on their library card plus a \$5.00 processing fee. Any library materials that cannot be found after 60 days will be put to “Lost”, at which point the materials will be removed from circulation and the patron will be responsible for full replacement cost of the materials that are lost. Once materials have been paid for there will not be a refund if the patron later locates the materials.
6. Parents or legal guardians are responsible for all assessed library replacement fees for minors according to Iowa Code section 613.16. KML has three designated age groups children, teens and adults; children being ages 6-13, teens being 14-17, and adults 18 or older. Children five and younger are not eligible to have their own library card.
7. Patron accounts will return to good standing upon return of all overdue items or when replacement fees are paid.
8. The Library Director may limit the number of materials checked out by patrons who are habitually late returning materials or paying fees.

### **Interlibrary Loan**

To better serve the information needs of our community and provide a greater diversity of materials, the library offers interlibrary loan services to residents of Grundy Center, Grundy County, and Holland.

1. Requests for materials will be taken and submitted by all library staff. Materials will be searched for in the SILO database first. If the materials cannot be borrowed through the SILO database, the materials will be borrowed through WorldCat. The library is limited to 50 borrowed items through WorldCat annually and requests through WorldCat will be served on a first come, first served basis. The director or assistant director will submit and return all WorldCat requests.
2. Library users will be limited to three interlibrary loan requests at a time, unless special permission is granted by the director.
3. In order to facilitate and encourage book discussions, the library is able to request multiple copies of books through interlibrary loan for book discussion groups.
4. Books that are less than one year old will be considered for purchase by the library director before the interlibrary loan request is made. Books that are unavailable for interlibrary loan will be considered for request by the library director based on the criteria stated in the Collection Development Policy.

### **Special Consideration for Library Users**

The library attempts to serve all populations of our community and limit barriers to access. We recognize that some library users have limited mobility or limited access to transportation. If you or a family member is unable to make it to the library on a regular basis and unable to call and renew, please let the library staff know. At the discretion of the library staff, the library is able to make special arrangements to automatically renew items, with a courtesy call, for individuals based on special circumstances.

Adopted October 10, 2013

Revised: October 11, 2022

Adopted: January 1, 2023