

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 have finished 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 and current issues of newspapers will be checked out for 4 days.
4. Seasons of TV shows on DVD or Bluray will be checked out for 7 days.
5. Periodicals will be checked out for 7 days.
6. Books, audiobooks, media kits, puzzles, CDs, and pamphlets are checked out for 3 weeks.
7. 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.
8. There may be exceptions to checkout times at the discretion of the library staff according to the situation and need.
9. 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.
10. Materials may be renewed if no one is waiting for them.
11. Patrons may ask to have books or materials reserved for them. Names will be placed on a waiting list in order of requests made.

Overdue Materials

1. 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. Library materials shall be loaned out for specific periods. Materials may be renewed providing another patron is not waiting for the material.
3. When the library materials become 5 days overdue the library patron will be notified by text or email if one has been provided. After 30 days a postcard notice will be sent reminding them of their overdue materials and fines. If material becomes 60 days overdue it will be marked "Lost" and the library patron will be sent a letter for the outstanding material.
4. Library patrons who have overdue materials outstanding or who have accrued fines may have their borrowing privileges suspended until materials are returned and fines are paid — this includes the use of computers. Patrons with lost or damaged materials exceeding \$10.00 or overdue fines exceeding \$10.00 will be blocked from checking out materials from the library. The fine rate for books, periodicals, etc is 10 cents per day up to \$5.00 or replacement cost. DVDs and Blurays will be fined \$1.00 per day up to \$10.00 or replacement cost.
5. Each borrower, including employees and volunteers, is held responsible for all materials checked out on their card and for all fines accruing on the same.

6. Borrowers are expected to pay the cost of any materials lost or damaged while checked out on their library card plus a \$1.00 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 patron later locates the materials.
7. A mailing by restricted certified mail may be made when a borrower fails to return library materials for two months after the due date. The library may request, after three days following the mailing, action by the appropriate law enforcement agency.

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. There will be a \$2.50 service fee for all ILL items.
3. Library users will be limited to three interlibrary loan requests at a time, unless special permission is granted by the director.
4. In order to facilitate and encourage book discussions, the library will not charge postage for book discussion groups that request copies of books through the library.
5. 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 and Adopted: March 13, 2014

Revised and Adopted: August 15, 2015

Revised and Adopted: February 11, 2016

Revised and Adopted: April 20, 2017

Revised and Adopted: October 12, 2017