

DRAKE COMMUNITY LIBRARY CIRCULATION POLICY

Drake Community Library values library users by providing them with services in a nonpartisan and non-judgmental manner that is sensitive to and supportive of human differences. DCL values the users' right to privacy by keeping records of their library use strictly confidential.

I. Library User Eligibility

- A. Based on the Drake Community Library's funding through the City of Grinnell and rural Poweshiek County Property taxes and its participation in Iowa's state-funded Open Access program, the following groups are eligible for free library cards at the Drake Community Library:
1. all persons residing within the city limits of Grinnell and in any unincorporated area of Poweshiek County.
 2. students and teachers of the Grinnell-Newburg School District.
 3. persons residing within the city limits of communities that contract with Drake Community Library for library service (Kellogg, Malcom, Oakland Acres, Searsboro)
 4. persons eligible for service from a library that participates in the State Library of Iowa Open Access program.
 5. persons who own and operate a business in Grinnell. Business owners who are not otherwise eligible for the Drake Community Library's services shall be issued a library card in the business's name. The card shall entitle them and their designees to use the Drake Community Library.
 6. persons 6th grade and younger must have the permission of their legal guardian prior to the issuance of a library card.
- B. Library staff may require proof of eligibility before issuance of a free library card.
- C. Any person not otherwise eligible for services may be issued a library card on payment of a \$20.00 annual fee.

II. Library User Responsibility

Users are expected to comply with the Library's policies and procedures.

- A. Users are expected to comply with copyright laws, and the Library assumes no responsibility for user infractions of copyright laws while using library materials.

- B. Users are expected to present a library card when checking out materials.
Exception: A user may designate a caregiver to check out materials on the user's behalf. The caregiver's name must be listed within the primary user's account. The primary user is responsible for all materials checked out on the library card.
- C. Users with valid library accounts may request that circulating items be held for them; requests will be added to queue lists in the order they are received.
- D. Users may renew items up to three times if another user has not previously reserved the item.
- E. Users must notify the Library of changes in account information (name, address, contacts).
- F. Users must notify the Library immediately when a library card is lost or stolen; users are responsible for all account activity until the Library is notified of a lost or stolen card.
- G. Users must not tamper with or alter library materials in any way.
- H. Users must return library materials, including all parts and packaging, in good condition.
- I. Users and adults responsible for 6th grade and younger users are responsible for paying any fines and/or fees accrued on said accounts.

III. Fines and Fees

The Library charges fines and fees to encourage compliance with procedures which promote fair and equal access to limited resources for all library users. Users may be notified of overdue materials, outstanding fines/fees, or problems with their account by telephone, print, and/or other means.

- A. The Library charges a daily fine for overdue items. Fines accumulate from the first day an item is overdue at a rate of five cents per day for youth collection items, ten cents per day for adult collection items, and \$5.00 per day for items of equipment. An item that is returned within the first seven days after the due date will have the fines waived with the exception of interlibrary loan items and items of equipment.
- B. The Library charges for lost or damaged library materials. Items that are more than five weeks overdue are considered "lost". The full replacement or repair cost for a lost or damaged item is charged to the library user.

- C. The Library charges a replacement fee of \$2.00 for lost or stolen library cards.
- D. User privileges are suspended when the fine/fee limit of \$10.00 is met or exceeded.
- E. A collection agency will be utilized to facilitate the collection of fines/fees on accounts where balances meet or exceed \$50.00.
- F. The Library may offer fine alternative programs that allow for options to payment of fines.

IV. Circulation Periods, Renewals, and Reserves

Circulation periods exist to provide cardholders maximum use of materials.

- A. Checkout period for books and audiobooks is three weeks.
- B. Checkout period for videos and magazines is one week.
- C. Checkout period for Interlibrary Loan materials is determined by the lending library.
- D. Checkout period for ebooks and eaudiobooks is determined by the consortium service.
- E. Items may be renewed up to three times according to the above time periods. Renewals may occur in person, by calling the Library, or online.
- F. No item may be renewed if another library user has placed it on reserve.
- G. Reserves (holds) may be placed on titles that are currently checked out or on order for the library collection. Library users will be notified by telephone or email when a reserve is available for pickup. Items on reserve lists may be limited to a one week checkout period.

V. Circulation of Equipment

The Library lends various equipment items to DCL cardholders aged 18 or older to extend access to technologies that might otherwise be unavailable.

- A. The Library has the following equipment available for checkout or for use in the library.
 1. Overhead projector
 2. Cassette recorder/player
 3. Portable LCD Projector
 4. Energy Library Toolkits
 5. Large Screen TV with DVD/VHS/Laptop projection capabilities (library use only)
 6. Button Machine
 7. Display Cases – display cases in lobby may be reserved by organizations and individuals.

- B. Circulation periods for equipment vary by arrangement with the user.
- C. When applicable, fines accumulate from the first day an equipment item is overdue at a rate of \$5.00 per day.

VI. Interlibrary Loan (ILL)

Drake Community Library seeks to broaden access to materials for DCL cardholders by participating in state-wide and national resource sharing networks.

- A. Title requests are considered for purchase with respect to the Material Selection Policy. When not purchased for the collection, effort will be made to obtain the material through ILL.
- B. Library users are limited to 2 requests per month without charge. A \$3.00 charge is collected for requests exceeding this limit.
- C. Users will be notified by email or telephone when ILL materials are available for pickup. Materials will be held through the length of the lending library's loan.

VII. Confidentiality

Confidentiality of library records is central to intellectual freedom and directly related to the ability of citizens to use library materials and pursue information without fear of intimidation.

- A. The records of the Library which, by themselves or when examined with other public records, would reveal the identity of the library user checking out or requesting an item or information from the Library shall be kept confidential.
- B. The lawful custodian of the records is the Director of the Library.
- C. Unless required by court order, library records will only be released to the person(s) whose name(s) appear on the library user's record. The Library will not release circulation or other records of a registered library user that are protected under Iowa Code 22.7 (13) unless it is required by court order to release such information. Circumstances which may require the Library to release the information include the following:
 - 1. A criminal or juvenile justice agency is seeking the information pursuant to an investigation of a particular person or organization suspected of committing a known crime AND the criminal or juvenile justice agency presents the Library Director with a court order demonstrating that there has been 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.

2. The Library receives a Warrant for the information issued under the USA Patriot Act (which includes amendments to the Foreign Intelligence Surveillance Act and the Electronic Communications Privacy Act) under a properly drawn court order.
 3. The Library receives a valid court order requiring the Library to release registration, circulation or other records protected under the Iowa Code as a result of local, state, or federal judicial review.
- D. A request for user records that does not reveal information about use of library materials or information may be honored if the request comes from a public agency or (at the staff's discretion) from any other library. Such information would be limited to a user's contact information and would not include the user's registration number assigned by Drake Community Library.
- E. Requests for information about individuals originating from private individuals or entities will be answered only with information from published sources.
- F. The Library interprets possession of a user card as consent to use it unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.
- G. 7th grade and older users may extend confidentiality privileges to other persons designated by said user. Names of persons so designated must be listed within the primary user's account. A person possessing confidentiality privileges may:
1. pick up items currently on hold for the primary user.
 2. access title information of currently checked out items on the primary user's account.
 3. access fines and fee information and apply payment on the primary user's account.
 4. provide updates to contact information on the primary user's account.
- H. Confidentiality privileges are automatically extended to adults responsible for users 6th grade and younger. Responsible adults are identified upon issuance of the card and must be listed within the underage user's account.

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