

CIRCULATION SERVICES
KENDALL YOUNG LIBRARY
January 15, 2013

I. BORROWERS' RESPONSIBILITIES

Borrowers are expected to return material on or before the due date and to protect the condition of all materials. They are also expected to notify the library immediately with change of name or address.

II. BORROWER ELIGIBILITY

Kendall Young Library cards are available to residents of Hamilton County and residents of Iowa who live in a community that participates in the state funded Open Access program.

Infants through children attending 5th grade may have library cards in the Juvenile Department. Children have full access to all library materials and services. If parents do not want their child to borrow materials from the adult department or to use Internet, the parent must sign a form to restrict that access. The library use by children form is available at both the juvenile and adult circulation desks. Copy included at the end of this policy.

Students who have completed 5th grade are asked to apply for an adult library card. Juvenile cards will expire at the end of the 5th grade school year.

Library cards will not be issued or renewed for patrons with outstanding overdues or fines over \$5.00 until their accounts are cleared.

III. REGISTRATION

Library cards are issued for three years.

All patrons who are registering for their first Kendall Young Library card will be asked to complete the Library Card Application form and to show a picture ID with name and current address as well as one form of typewritten correspondence as proof of address (if ID does not show current address). *See list below for forms of acceptable I.D. and proof of residence.

Patrons who are renewing their library cards after three years will be asked to review the information provided on their original application form. Changes will be made as needed on that form, or they may be asked to complete a new application. If the library does not have a copy of their official state or federal I.D., they will be asked for a copy of this document.

Children who have completed 5th grade are asked to register for an adult library card. Parents are asked to sign the "Parent's Statement of Responsibility" form and provide their own official state or federal I. D. number. This is an option until the child is old enough to get a learner's driving permit.

In the Juvenile Department parents are asked to fill out and sign the child's registration form. The official state or federal ID number for the parent is required.

Visitors or temporary patrons may borrow 3 items from the library at a time, after signing a temporary card that lists both their home address and their current Webster City address. New Kendall Young Library patrons, checking out items for the first time, are limited to three items.

*Examples of acceptable I.D. are a current driver's license, state ID, student I.D., military I.D., passport or Mexican identification card. Examples of acceptable proof of address are a personal check with name and address, a recent (within the last 30 days) utility bill, rent receipt, or paystub. Personal correspondence is unacceptable.

IV. LIBRARY CARD USE

Under normal circumstances Kendall Young Library does not check materials out to a patron on another patron's card. Exceptions are made for adults who take materials to the homebound.

Cardholders are limited to 50 checked-out items.

Adult patrons are asked present their library card at the time of checkout. This provides proof of identity. If a patron cannot provide his/her library card, the patron will be asked to show a picture ID and to verify personal information from the patron record.

Library cards for children are kept at the juvenile circulation desk. Children may be asked their address, phone number etc. in order to check identity.

Library cards for students in sixth grade through eighth grade are kept on a rolodex at the adult circulation desk. High school students may leave their cards on the rolodex if they choose to do so.

If a patron loses his or her library card, \$2.00 will be charged for the replacement of that card. If a library card is damaged or worn, the patron will be offered a new card at no charge.

V. NONRESIDENT FEES

Kendall Young Library does not charge nonresident fees.

VI. EQUIPMENT USE

Equipment currently available for loan includes a 16mm projector, a 35mm projector and two screens. Equipment is available to all Webster City and Hamilton County patrons and Iowa Open Access patrons who work in Webster City and are residents of counties adjoining Hamilton County (Hardin, Story, Webster or Wright.)

VII. LOAN PERIODS – ADULT DEPARTMENT

<u>Item</u>	<u>Loan period</u>
New fiction books < 400 pages	1 week
Holiday materials	1 week
Remaining book collection	3 weeks
Periodicals	1 week, limit of 10 per patron
Sheet music	3 weeks
Music CDs	3 weeks
Books on CD	3 weeks, limit of 10 per patron
Books on tape	3 weeks
DVDs	1 week, limit of 5 per patron
VHS	1 week
Historical CDs	1 week
Art Prints	6 weeks, limit of 2 per patron, 1 six week renewal
Screens	3 days
16 and 35mm projectors	3 days

VISITORS OR TEMPORARY PATRONS may only check out 3 items at a time. They may not borrow equipment or utilize the interlibrary loan services.

VIII. LOAN PERIODS - JUVENILE DEPARTMENT

<u>Item</u>	<u>Loan period</u>
Books	3 weeks
Periodicals	3 weeks, limit of 5 per patron
Books on CD	3 weeks
Music CDs	3 weeks
Kits	3 weeks

IX. RENEWALS AND RESERVES

Items may be renewed up to 2 times if the item has not been reserved by another patron. The renewal period is the same length as the loan period.

RESERVES may be placed on materials not available for check out.

X. FINES - ADULT BORROWERS

Fines of \$.10 per day are charged for Books, Periodicals, Books on Tape, Books on CD, VHS, Sheet Music, and Music CDs.

Fines of \$1.00 per day are charged for Art Prints, DVDs, Screens, Projectors, and Historical CDs.

Fines on Interlibrary Loan materials are \$.50 per day.

The maximum fine on any one item is \$6.00.

Patrons are notified by telephone or letter when materials are two weeks overdue. When materials are four weeks overdue they are considered lost. At that time the patron is notified by letter that borrowing privileges are suspended until the library is reimbursed for the lost materials or the materials are returned and fines paid.

There is a grace period of 1 day on all borrowed items. If items are not returned or renewed within the grace period, overdue fines will be charged for each day following the due date.

Borrowing privileges are suspended when accumulated unpaid fines and fees exceed \$5.00. Patrons will not be allowed to borrow library materials until fines are brought below \$5.00. If patrons desire to use the computers, they may pay fines in installments of \$2.00 per computer use.

Borrowing privileges may be limited at the discretion of the Circulation Supervisor.

XI. FINES - JUVENILE BORROWERS

Fines for Juvenile borrowers are limited to DVDs, art prints and historical CDs. One dollar per day is charged for their late return.

Borrowing privileges are suspended when accumulated unpaid fines and fees exceed \$5.00 or if the patron has 5 or more items overdue more than 30 days.

Patrons are notified by telephone or letter when materials are two weeks overdue. When materials are four weeks overdue they are considered lost. At that time the patron is notified by letter that borrowing privileges are suspended until the library is reimbursed for the lost materials or the materials are returned and fines paid.

XII. FEES

Printer, Photocopier and microfilm reader/printer copies

Black and white	\$.10 per page
Color	\$.40 per page

XIII. LOST AND DAMAGED MATERIALS - ADULT DEPARTMENT

A flat fee will be charged when the following items from the adult department are lost or are not returned.

Periodical	\$ 5.00
1 audio book tape (if available individually)	\$10.00
1 audio book CD (if available individually)	\$10.00
Music CD's	\$15.00

The list price will be charged for the following items if they are lost or damaged.

- *Hardcover fiction
- *Hardcover nonfiction
- *Paperbacks
- *Audio books on cassette or CD
- *Videos or DVD's

The Director will determine the replacement cost for anything else in question.

When patrons pay for a lost item they are given a receipt. If the item is located within one year it may be returned for a refund, less a \$6.00 processing fee. The receipt must be returned with the item. Materials located after the one year time limit are not eligible for a refund.

Fees for damaged materials include those listed below or as determined by the library Director.

\$.10 per page	Markings on the book
\$1.00 per jacket	Damaged book jacket
\$1.00 per pocket	Library pocket removed
\$3.00	for cataloging/processing of material donated by patron to replace lost item.
\$1.75	for single DVD case, multiple capacity case \$3.50

\$3.00 per music CD case
\$4.50 per audio CD case

Kendall Young Library does not keep materials that are damaged beyond repair. The patron will be charged the replacement cost of the item.

Fees for damaged equipment will be assessed according to necessary repairs.

XIV. LEGAL ACTION

Patrons who have not returned materials after two months will be subject to the Iowa theft law. The patron will be contacted by certified mail in a final effort to get the materials returned. If the patron does not respond to the certified mail, legal action will be taken. The list of overdue items is forwarded to the Webster City police department. They forward the list to the Hamilton County Court system. From that point on, the patron must contact the Hamilton County Clerk of Court.

The cost of the certified mail will be added to the patron's fines and fees.

If the library is forced to take legal action against a patron, that patron will not be eligible for a library card in the future.

XV. LOST AND DAMAGED MATERIALS - JUVENILE DEPARTMENT

A flat fee will be charged when the following items from the juvenile department are lost or are not returned.

Audio book cd (if available individually)	\$10.00
Music CD	\$15.00
Paperbacks	\$ 4.50
Board book	\$ 4.50

The list price will be charged for the following items if they are lost or damaged: Periodical, Hardcover fiction, Hardcover nonfiction, Audio books, Kits. If the item is located within one year and is in good condition, it may be returned for a refund.

The Children's Librarian will determine replacement cost for anything else not covered in these lists.

EXCEPTIONS

The Director of the Kendall Young Library upon application and demonstration of sufficient cause may grant exceptions to this policy.

Circulation Services policy reviewed and revisions accepted by the Kendall Young Library Board of Trustees: December 14, 1999, October 9, 2001, April 8, 2003, January 10, 2006, August 14, 2007 and August 10, 2010. Revised October 12, 2010.
Revised and approved December 13, 2011, May 8, 2012, January 15, 2013.