

Ely Public Library Circulation Policy

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Based on the Ely Public Library's funding through local taxes and the contract with the Linn County Board of Supervisors for Library services, and based on a state reciprocity of library service, all residents of Iowa are eligible for library cards at the Ely Public Library. To receive an Ely Public Library card, the applicant shall present a valid photo ID and one other proof of local residence. For the first 30 days following the issue of a library card, the patron will be limited to having 3 items checked out at any one time. Any person who does not reside within the city limits of Ely or in any unincorporated area of Linn County but who is registered at a public library in Iowa must present his/her local library card or a card issued by his regional library system.

LIBRARY FINES:

A charge of 15 cents per item on the days the library is open shall be made on all overdue books, audio books, and magazines. The maximum fine to accumulate on any one item is \$5. A charge of \$1.00 per day, per DVD video and/or games on the days the library is open shall be made on all overdue videos and games. The maximum fine to accumulate on each DVD and/or game is \$10.00. If the library item is more than one week overdue, the borrower will be contacted. All persons are expected to pay fines when the overdue item is returned to the library. If the borrower is unable to pay at that time, records of the fine will be kept on file until it is paid.

LOST / DAMAGED ITEMS:

If the item is not returned within 4 weeks of the due date, a bill for the replacement cost will be issued to the borrower, including a \$15 service charge. All persons are expected to pay for replacement costs and service charges for items lost and not returned to the library. Records of the replacement costs and service charges will remain on file until paid.

The library will not check out items to a person owing \$10.00 or more in fines or lost items. Each borrower is responsible for items checked out on his/her number. Each registered borrower should use only his/her number when checking out materials. No person may use someone else's number without obtaining permission in advance from that person. Items dropped in the book drop before the library opens on or before the date the item is due will not be counted as overdue.

ITEM CHECKOUT LIMITS

A patron may have up to 50 total items checked out at any given time. A patron may have no more than 5 DVDs and/or video games checked out at any given time.

CHECKOUT PERIODS:

New books will be checked out for a period of ten days.

All other books, audio books, magazines and kits are checked out for a period of three weeks.

Exercise DVDs will be checked out for a period of three weeks.

All other DVDs are checked out for a period of one week.

An item may be renewed up to three times if it is not on the reserve list.

RESERVE LIST:

Any patron may reserve any item they find difficult to obtain. The list is on a first-come, first-served basis. When the patron's name is next and the item comes in, the patron will be called and given three days to retrieve the item. If not picked up, the item will go to the next patron on the list, or back on the shelf.

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RENEWALS:

Renewals may be renewed in person at the circulation desk, on-line, by telephone, or by e-mail on the day the item is due. If a renewal request is made after the due date, an overdue fee will be charged and then the item may be renewed.

CONFIDENTIALITY:

“The library board recognizes that the circulation records of the library are confidential in nature and advises all employees that such records shall not be made available to anyone including any agency of federal, state, or local government except pursuant to federal, state, or local law relating to civil, criminal, or administrative investigatory power.

Furthermore, the board will resist the issuance of enforcement of any such process, order or subpoena until such time as proper showing of good cause has been made in a court of competent jurisdiction.” (Upon receipt of such process, order or subpoena, the library’s officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.) (Iowa City, Iowa).

As a courtesy to our patrons, the library staff will shred any records of patron usage.

Adopted by the Ely Public Library Board 11/3/1993

Revised by the Board 12/1/1999

Revised by the Board 12/2002

Revised by the Board 10/2005

Revised by the Board 2/2009

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