VINTON PUBLIC LIBRARY CIRCULATION POLICY

Date Effective: 9/20

Revision Dates: 11/22

Date(s) Reviewed by Library Board: 11/22

Policy Maintenance Performed By: Library Director

In accordance with Public Library Standard: 1.7

1. PHILOSOPHY:
	1. The goal of the Vinton Public Library is to provide the community it serves with free and open access to all its collections without prejudice or judgement, thereby encouraging personal, professional, and educational growth.
	2. The purpose of the Circulation Policy is to establish who may obtain a library account at the Vinton Public Library, privileges associated with different types of accounts, and conditions under which those privileges may be suspended. A valid library account provides library users with circulation services which may include, depending upon type of library account, borrowing materials and equipment, placing holds, or requesting interlibrary loan service, and allows in-house and remote electronic access to information resources. The Circulation Policy establishes replacement fees for overdue, lost, or damaged materials, and other circulation services.
2. REGULATIONS:
	1. Library Accounts:
		1. The following policies apply to all types of account holders:
			1. Individuals aged six and up may apply for a library account with proper identification and proof of residence. Staff may allow two checked-out items if proof of residence is not shown at time of application; address verification must be shown before further use of the account is allowed.
			2. Account holders are responsible for all materials checked out on the card and for payment of replacement fees assigned to the card, except as noted.
			3. The Library Director may refuse or restrict a library account if a pattern of abuse is established.
			4. Account holders are limited to 50 checked-out items. Each account is limited to three (3) videos.
			5. Library accounts expire regularly to confirm address and other contact information.
			6. Access to Library materials will not be restricted based on age.
			7. Account holders are limited to one library account.
			8. Account holders will be asked to have their picture put onto their account.
	2. Types of Accounts:
		1. Resident Accounts: Resident accounts are issued to residents of Vinton, unincorporated areas of Benton County, and contract areas.
		2. Open Access: Open Access accounts are issued to residents of areas with libraries participating in the State Library of Iowa’s Open Access program, in accordance with the statewide Open Access agreement.
		3. Temporary Accounts: Temporary accounts are issued to persons who will be living in our service area from one to eight weeks, and to those living in temporary housing.
		4. Institutional Accounts: Institutional accounts are issued to institutions and businesses located in Vinton, contract areas, and Benton County communities with libraries participating in the Open Access program.
	3. Circulation Limits and Replacement Fees
		1. The Vinton Public Library does not charge fines but does have circulation limits:
		2. Circulation Limits:
			1. Books/Audiobooks – Two (2) Weeks
			2. Videos and Magazines – One (1) Week
			3. E-Materials- Two (2) Weeks
			4. Computers (in-house checkout only) – Daily
			5. Genealogy/Local History materials do not check out
			6. All materials may be renewed twice
		3. Replacement Fees
			1. Patrons will be charged the full replacement cost if material is lost or damaged. If no cost is indicated the costs are as follows:
				1. Hardcover books: $10.00
				2. Paperback books: $5.00
				3. Videos - $10.00
				4. Audiobooks - $10.00
			2. Processing fees will be charged per lost or damaged materials
				1. Books: $2.50
				2. Audiobooks/videos - $5.00
			3. Suspension of Circulation Privileges:
				1. Having overdue materials will cause users to lose the ability to utilize computers or check out more materials.
				2. If patron has overdue fines/materials on their account, they may not check out more materials or use computers.
				3. If a pattern of abuse on a card has been established, the Library Director may suspend the cardholder.
	4. Reserves:
		1. Patrons wishing to check-out library materials that are checked out to others may place a reserve on the material by asking a library staff member
		2. When a book is returned that is reserved by another patron, library staff will contact the patron making the reserve. If the material has not been collected within two (2) weeks, the material will be removed from the reserve list for that patron.
	5. Interlibrary Loan (ILL):
		1. The Vinton Public Library will provide interlibrary loan service to all registered borrowers.
		2. IA Shares will be used when possible, to transfer items between libraries at no charge to the patron.
		3. If the US Postal Service (USPS) is used a fee of $1.00 is charged.
		4. ILL may be suspended for patrons who:
			1. Do not pick up items
			2. Habitually have overdue items
	6. Retrieval of Overdue Materials:
		1. Notifications will be given at regular intervals to cardholders with overdue library materials. The last notice is a bill for the replacement cost of the item.
		2. Notification may be given by phone/text, email, or mail
		3. Last notice will be mailed
	7. Equipment Use
		1. Computers are available for patron use. See Internet Policy for more information.
		2. Printers are available for patron use.
			1. Black and white copies are $0.20
			2. Color copies are $0.25
		3. The library has a fax machine for patron use
			1. There will be no charge for fax messages sent locally or to a toll-free number
			2. 1-2 pages to a long-distance number: $1.00
			3. 3+ pages to a long-distance number: $2.00
			4. International faxes: $5.00
			5. No fee will be charged for incoming fax messages
			6. Faxes received will be held for 48 hours and then destroyed
			7. Fax messages are confidential
		4. Microfilm Reader – Printer
			1. A microfilm reader-printer is available for patron use
			2. Microfilm collection is for in-house use only
			3. Microfilm copies are $0.25
	8. Patron Privacy and Confidentiality
		1. It is the policy of the Vinton Public Library not to release information that would reveal the identity of a library patron who checked out or used certain materials or services or requested an item of information from the library. Information concerning the account of a patron will be released to that person only.
		2. However, the library will release information to the parent or guardian of a minor child for the purposes of recovering overdue material and settling accounts for lost, late, or damaged material, and for other matters related to the recovery of material or charges incurred by minor children for which a parent or guardian may be considered liable. Information will not be provided to parents or guardians who are merely attempting to determine what library materials their minor children are using.
		3. It is the intent of the board of trustees of the Vinton Public Library to empower the Library Director or designee, as the lawful custodian of library records, to release circulation records that are otherwise confidential, if the purpose of that release is in accordance with the provisions of this policy.
		4. Other requests for the release of confidential patron records will be honored if submitted in writing and accompanied by an order from the court as outlined in chapter 22.7 of the Iowa Code.
	9. Disruptive Patrons:
		1. People of all ages are encouraged to use the library for homework, recreational reading, and program attendance
		2. Children (whether with parents or not) who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library
		3. If after a second warning the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives
		4. Adult patrons who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library. If after a second warning the patron continues to be disruptive, he/she will be asked to leave the library. If the person will not leave of his own accord, the police will be called
	10. Sex Offenders:
		1. In accordance with Chapter 692A of Subtitle 1 of Title 16 of the Code of Iowa, the Board of Trustees prohibits the presence of sex offenders convicted of offenses against minors in the library or loitering within 300 feet of the property.
		2. The Library Director acts as “library administrator” for purposes of Iowa Chapter 692A. The Library Director will not give the written permission required by Iowa Code Section 692A.113(f) for registered sex offenders convicted of sex offenses against minors to be present on library property. Issuance of a library card to a registered sex offender convicted of sex offenses against minors does not constitute written permission from the library administrator for that offender to be present on library property. Individuals may appeal this decision, as it relates to them, to the Library Board of Trustees.
		3. Registered sex offenders against minors may be entitled to library services. It is the responsibility of the patron to arrange for a courier to select, check out, and return materials to the library, after providing the library with the name of the courier.
		4. Persons barred from library property under law will not be served by the library’s homebound delivery service.
		5. Violations of this policy will be immediately reported to law enforcement.