

Circulation Policy
2013/2016/2019/03/09/2020

Materials

Circulating books and magazines (except the most recent issue of each magazine title) are loaned for a period of two weeks and may be renewed for another two weeks. There are no renewals for items on hold or reserved for another patron. Circulating books on CD, music CD's, are loaned for a period of two weeks and may be renewed for another two weeks, if the materials are not on reserve.

Circulating DVDs are loaned for a two-day period and may be renewed for another two-day period if the items are not on reserve. DVDs with multiple discs are checked out for a one-week period. Checkouts are limited to 6 DVDs per household.

Books, magazines, puzzles, and games are loaned for a period of two weeks and may be renewed for one more two-week period if necessary.

Items are to be returned by closing time of the due date.

No fines are issued for overdue materials, but the library does have a donation box for customers to donate for overdue materials.

Damaged or lost materials will be the responsibility of the borrower to pay for repair or replacement of item. This will be determined by the Library Director.

Persons with unpaid materials of more than \$5.00 for lost/destroyed/stolen material will not be permitted to check out additional library materials. Materials may continue to be used in the library.

Patrons may request that an item be held for them. The patron will be notified by phone when the item is available. If the item is not claimed within five library days after notification, it will be given to the next patron on the reserve list or returned to general circulation.

Iowa Code 22.7 (13)

Confidential records.

The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information.

The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon 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.