



## **Circulation Policy**

The Logan Public Library is committed to providing the community efficient and equitable access to library materials and information. Our Circulation Policy ensures these materials are available in a timely fashion and in good condition for all.

### **Library Card Accounts**

Residents of Logan, contracted cities, & rural Harrison County are eligible for a library card account. Residents of Iowa cities participating in the State of Iowa Open Access program are also eligible to register for a Logan Public Library card account.

A valid photo ID and proof of address are required to sign up for a library card account. Acceptable forms of identification include:

- Valid driver's license or state issued ID
- Student ID
- Passport
- A piece of mail received at your current address within the last 30 days
- Car registration
- Lease agreement

A patron must be age five (5) or older to sign up for a library card account; adjustments to this age limit may be made at the discretion of the Library Director. Patrons age fourteen (14) and under must have a parent present identification & sign the library card account agreement.

By setting up a library card account with the Logan Public Library, an individual accepts full responsibility for the use and return of all materials borrowed on this account. The individual whose name appears on the account will be charged fees by the Logan Public Library for any items that are lost or damaged during their use by the account holder. Parents or guardians are financially responsible for the items checked out on their minor child's library account. Additionally, parents or guardians are responsible for guiding the selection of library materials by their children.

### **Confidentiality**

All patron records and information are confidential, pursuant of Iowa Code, Chapter 22.7. Patron information may not be shared with other patrons. This includes:

- Personal information
- Materials checked out or their check out history
- Fines or fees that may be due

Library staff may use information from a patron's record to contact patrons concerning library business and for no other reason.

The Library Director is the Custodian of the Record. Any and all requests for patron information must be submitted to the Library Director. Only legal requests from a court-issued subpoena will release the specific patron records. A written agreement, signed by the patron, may release specific patron records.

### **Circulation Period**

- Circulating books, magazines, audio media, and other materials will be circulated for a period of two (2) weeks unless otherwise specified on the material or at the time of check out
- Video media will be circulated for a period of seven (7) days unless otherwise specified on the material or at the time of check out
- Select items such as local history materials, grant funded materials, and LEGOs are designated for In Library Use Only and may not be checked out
- Any changes to the circulation period for extenuating circumstances (vacations, homebound users, etc.) are at the discretion of Library Staff

### **Renewals**

- Circulating books, magazines, audio media and other materials may be renewed two (2) times, making a total of six (6) weeks of usage in most cases
- Renewals are not permitted if there is a hold on the item for another patron
- Video media may be renewed one (1) time for a total of fourteen (14) days of usage in most cases
- Renewals may be requested at the circulation desk, by email, by telephone, or by social media message to the Logan Public Library Facebook page
- Materials borrowed by an educator for classroom use will automatically be renewed twice

### **Material Holds**

In order to ensure fair access, materials that are in high demand may be reserved. You may make a request for a material hold at the circulation desk, by email, by telephone, or by social media message to the Logan Public Library Facebook page.

Patrons will be notified by telephone, email, or text message when their material hold becomes available. The patron must pick up the held material within three (3) business days of being notified or its availability. Failure to do so will result in the material being passed on to the next person on the material hold list.

### **Overdue Items**

Overdue items are those items checked out to patrons and not returned on or before their due date. Once an item is more than two (2) weeks overdue a library staff member will contact the patron by telephone, email, or text message to remind them of the missing item. Overdue items will result in a fine.

- Books, magazines, audio books, puzzles, games, activity kits will be charged a fine of \$.10 per item per day with a maximum fine of \$5.00 per item
- Video media will be charged a fine of \$.25 per item per day with a maximum fine of \$5.00 per item
- Overdue items returned on Fridays will have their overdue fines waived for “Fine Free Friday”

## **Lost or Damaged Material**

Lost items are those items checked out to patrons and never returned. An item will be deemed Lost once it reaches two (2) months overdue & the patron will be charged the retail replacement cost of the item. Patrons with lost items on their account will not be able to check out additional items until the fees are paid.

If a lost item is located before the replacement fee is paid, the item may be returned to the library and a maximum overdue fine of \$5.00 will be assessed. If a lost item is located after the replacement fee has been paid, the patron may keep the lost item, no refunds will be issued.

Normal wear and tear of library items is expected but items returned in an extremely poor condition that makes them unable to circulate will be considered Damaged Materials.

Damages include but are not limited to:

- Ripped pages
- Excessive markings
- Liquid damage
- Broken cases
- Broken, damaged, or scratched Audio Books or DVDs
- Missing pieces

Cost for damaged items will vary depending on the item. If an item is damaged beyond repair a retail replacement fee will be charged.

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