

Policies of the Albion Municipal Library and Heritage Center

Section 3 – Patron Access

Policy Section 3.2 – CIRCULATION POLICY AND PROCEDURES:

Registration of Patrons:

All residents are eligible for a library card and are encouraged to become patrons of the public library. In order to receive a card, proof of residence must be established by providing the following: current address, current driver's license or student ID is preferred, however, any other official ID may be acceptable.

Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance:

The person whose signature appears below or his/her parent/guardian is responsible for all materials borrowed on this account. I agree to:

- *Pay all fines or fees associated with this account ~*
- *Abide by the policies of the library ~*
- *Report change of any patron information promptly ~*

Materials cannot be checked out until a library card is issued.

The library discourages patrons from allowing others to check out materials on his/her library card. However, if a patron presents another's library card to check out materials, staff members will assume that permission has been granted for the use of that card unless the card has been reported lost or stolen. Liability for misuse may be avoided by reporting lost or stolen cards immediately. Records should be kept current by informing the library of any changes in personal information.

All library cards expire after 1 year. To renew a library card, patrons must verify registration information and must clear all outstanding fines and bills.

Juvenile cards:

Parents must sign a statement of responsibility for children under the age of twelve (12). Signing the library card means the patron agrees to assume responsibility for all who make use of the card, pay all fines and/or other charges incurred, notify the library of any change of address, inform the library if the card is lost or stolen, and comply with the policies of the library.

Material Loan Periods:

1. Patrons may borrow a reasonable amount of material for a period of three weeks. Items may be renewed once by phone, in person, or online through the Library Catalog – by logging in to account and making the request.
2. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
3. Interlibrary loans are due the date indicated by the lending library.
4. Items may only be renewed if there is not a waiting list for it.
5. Current issues of periodicals do not circulate.

There is no limit on the number of items a patron can borrow at one time, with one exception – two items on a subject is the limit for a known school assignment.

Reserves:

Reserves may be placed by patrons either in person, by telephone or email. Patrons will be notified by telephone or email when the materials are available for check-out (pick up). There is no charge to the patron for placing a reserve or for interlibrary loan services.

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Fines & Charges:

There are no fines on overdue books. There are fines on overdue dvds. A fee is assigned to each item. Patrons who have overdue fines shall be denied borrowing additional materials until fines are paid in full.

Damaged/Lost Materials:

If a material is damaged so that it's unsuitable for being returned to the library's collection, the patron must pay its replacement cost. If a material has been lost, the patron must pay its replacement cost.

Use of Library Equipment:

Various items of equipment are available for patron use. Some require a minimal fee and/or staff assistance. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the user.

Confidentiality:

Confidentiality extends to information sought or received and materials consulted, borrowed or acquired. Confidentiality includes databases, search records, reference interviews, interlibrary loan records, computer use records, and all other personally identifiable uses of library materials, facilities and services.

In addition to the protections afforded by the Code of Iowa and the Constitution of the United States of America, Albion Municipal Library and Heritage Center will hold confidential the names of card holders and their registration information, and not provide access for private, public or commercial use.