

Drake Community Library
Circulation Policy

I. Library User Eligibility

A. Based on the Drake Community Library's funding through the City of Grinnell and rural Poweshiek County Property taxes and its participation in Iowa's state-funded Open Access program, the following groups are eligible for free library cards at the Drake Community Library:

1. all persons residing within the city limits of Grinnell and in any unincorporated area of Poweshiek County.
2. students and teachers of the Grinnell-Newburg School District.
3. persons residing within the city limits of communities that contract with Drake Community Library for library service (Kellogg, Oakland Acres, Searsboro).
4. persons eligible for service from a library that participates in the State Library of Iowa Open Access program.
5. persons who own and operate a business in Grinnell. Business owners who are not otherwise eligible for the Drake Community Library's services shall be issued a library card in the business's name. The card shall entitle them and their designees to use the Drake Community Library.
6. persons under the age of thirteen (13) must have the permission of their legal guardian prior to the issuance of a library card.

B. Library staff require proof of eligibility before issuance of a free library card.

Acceptable photo identification includes:

- a state ID,
- driver's license,
- Community ID
- international ID
- student ID

C. Proof of address is required in order to issue a library card.

Acceptable proof of address includes:

- A piece of mail that shows their name and address from within the last 30 days
- A utility bill (physical or digital) that shows name and address from within the last 30 days
- A bank statement (physical or digital) that shows name and address from within the last 30 days

- A lease agreement that shows their name, address, and dates that show current residency.
- An active Grinnell College student ID
- The person is personally known to you, you know where they live, and you can confirm their address.

If a new user can provide proof of address at the time of application, they are issued their card at that time. If a new user is unable to provide proof of address as outlined above, their application will be processed, and their card will be mailed to them to establish residency.

- New card holders have a 30 day probationary period which limits the number of items checked out to 2 at a time.

- D. Any person not otherwise eligible for services may be issued a library card with payment of a \$20.00 annual fee.

II. Library User Responsibility

Users are expected to comply with the Library's policies and procedures.

- A. Users are expected to comply with copyright laws, and the Library assumes no responsibility for user infractions of copyright laws while using library materials.
- B. Users are expected to present a library card when checking out materials.
Exception: A user may designate a caregiver to check out materials on the user's behalf. The caregiver's name must be listed within the primary user's account. The primary user is responsible for all materials checked out on the library card.
- C. Users with valid library accounts may request that circulating items be held for them; requests will be added to queue lists in the order they are received.
- D. Users may renew items up to three times if another user has not previously reserved the item.
- E. Users must notify the Library of changes in account information (name, address, phone, etc).
- F. Users must notify the Library immediately when a library card is lost or stolen; users are responsible for all account activity until the Library is notified of a lost or stolen card.
- G. Users must not tamper with or alter library materials in any way.
- H. Users must return library materials, including all parts and packaging, in good condition.

- I. Users and adults responsible for youth under the age of thirteen (13) are responsible for paying any fees owed on said accounts.

III. Fees

The Library charges fees to encourage compliance with procedures which promote fair and equal access to limited resources for all library users. Fees are replacement charges for material loss and related charges. Users may be notified of overdue materials, outstanding fees, or problems with their account by telephone, print, and/or other means.

- A. The Library charges for lost or damaged library materials. Items that are more than five weeks overdue are considered "lost". The full replacement or repair cost for a lost or damaged item is charged to the library user.
- B. The Library charges a replacement fee of \$2.00 for lost or stolen library cards.
- C. Accounts are in good standing if any accrued fees are below \$10.00.
- D. A collection agency will be utilized to facilitate the collection of fees on accounts where balances meet or exceed \$50.00.
- E. The Library may offer alternative programs that allow for options to pay off accrued fees.

IV. Circulation Periods, Renewals, and Reserves

Circulation periods exist to provide cardholders maximum use of materials.

- A. Checkout period for books and audiobooks is **three** weeks.
- B. Checkout period for videos and magazines is **one** week.
- C. Checkout period for Interlibrary Loan materials is determined by the lending library.
- D. Checkout period for ebooks and eaudiobooks is determined by the consortium service.
- E. Items may be renewed up to three times according to the above time periods. Renewals may occur in person, by calling the Library, or online.
- F. No item may be renewed if another library user has placed it on reserve.
- G. Reserves (holds) may be placed on titles that are currently checked out or on order for the library collection. Library users will be notified by telephone or email when a reserve is available for pickup. Items on a reserve list may be limited to a one week checkout period.

V. Circulation of Equipment

The Library lends various equipment items to DCL cardholders aged 18 or older to extend access to technologies that might otherwise be unavailable. Circulation periods for equipment vary by item.

A. The Library may have the following equipment available for checkout or for use in the library.

1. Mobile Hotspots:

- Available to library cardholders in good standing and with an account creation date of at least 30 days.
- one (1) week checkout period with no renewals.
- When the hotspot is returned there is a 48-hour waiting period to checkout another hotspot device by that household.
- One mobile hotspot per household address.
- Hotspots will be deactivated if not returned by the due date. Cardholders who have 2 deactivations noted on their account will not be eligible to check out a hotspot for 3 months. Extenuating circumstances may avoid a deactivation at the discretion of the director.

2. Portable LCD Projector

3. Energy Library Toolkits

4. Large Screen TV with DVD/VHS/Laptop projection capabilities (library use only)

5. Button Machine

6. Display Cases – display cases in the lobby may be reserved by organizations and individuals (see Display Space Policy).

B. Cardholders must be in good standing and physically present their regular library card and a valid Photo ID prior to checking out equipment.

C. Checkout privileges are suspended if equipment is not returned by the date due.

D. A replacement fee is charged if an item of equipment has not been returned within seven (7) days of the date due.

VI. Interlibrary Loan (ILL)

Drake Community Library seeks to broaden access to materials for DCL cardholders by participating in state-wide and national resource sharing networks.

A. Title requests are considered for purchase with respect to the Material Selection Policy. When not purchased for the collection, an effort will be made to obtain the material through ILL.

B. Library users are limited to **5 requests** per month without charge. A \$3.00 charge is collected for requests exceeding this limit.

C. Users will be notified by email or telephone when ILL materials are available for pickup. Materials will be held through the length of the lending library's loan.

VII. Confidentiality

Confidentiality of library records is central to intellectual freedom and directly related to the ability of citizens to use library materials and pursue information without fear of intimidation.

- A. The records of the Library which, by themselves or when examined with other public records, would reveal the identity of the library user checking out or requesting an item or information from the Library shall be kept confidential.
- B. The lawful custodian of the records is the Director of the Library.
- C. Unless required by court order, library records will only be released to the person(s) whose name(s) appear on the library user's record. The Library will not release circulation or other records of a registered library user that are protected under Iowa Code 22.7 (13) unless it is required by court order to release such information. Circumstances which may require the Library to release the information include the following:
 - 1. A criminal or juvenile justice agency is seeking the information pursuant to an investigation of a particular person or organization suspected of committing a known crime AND the criminal or juvenile justice agency presents the Library Director with a court order demonstrating that there has been 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.
 - 2. The Library receives a Warrant for the information issued under the USA Patriot Act (which includes amendments to the Foreign Intelligence Surveillance Act and the Electronic Communications Privacy Act) under a properly drawn court order.
 - 3. The Library receives a valid court order requiring the Library to release registration, circulation or other records protected under the Iowa Code as a result of local, state, or federal judicial review.
- D. A request for user records that does not reveal information about use of library materials or information may be honored if the request comes from a public agency or (at the staff's discretion) from any other library. Such information would be limited to a user's contact information and would not include the user's registration number assigned by Drake Community Library.
- E. Requests for information about individuals originating from private individuals or entities will be answered only with information from published sources.
- F. The Library interprets possession of a user card as consent to use it unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.
- G. Library users thirteen (13) years of age and older may extend confidentiality privileges to other persons designated by said user. Names of persons so designated must be listed within the primary user's account. A person possessing confidentiality privileges may:
 - 1. pick up items currently on hold for the primary user.
 - 2. access title information of currently checked out items on the primary user's account.
 - 3. access fee information and apply payment on the primary user's account.
 - 4. provide updates to contact information on the primary user's account.

- H. Confidentiality privileges are automatically extended to adults responsible for users under the age of thirteen (13). Responsible adults are identified upon issuance of the card and must be listed within the underage user's account.

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