

# Circulation Policy

Van Meter Public Library  
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## Purpose

The purpose of this policy is to provide guidelines for the circulation of materials from the Van Meter Public Library.

## Registration – Library Cards

Library cards are issued immediately if you have a photo identification and proof of current residential address at the time of application.

Persons eligible for library cards must be a resident of Van Meter or unincorporated Dallas and Madison Counties. Also, persons living within the service area of an Iowa library, approved for reciprocal borrowing through the Open Access Program.

Children who fit the residence requirements and are at least 7 years old are eligible for a library card according to the discretion of their parents or legal guardian. Parental signature is required for persons under age 16. Responsibility for a child's selection and return of materials, and any fines or charges accrued on the child's card, is held by the parent or guardian of the child.

Older children (age 16 and up) not accompanied by a parent need to have photo identification (like that issued at school or driver's permit/license) and address verification (mail recently sent to the child is acceptable). If a parent is not present at the time of application, checkout may be limited to two items until the child receives a physical library card.

Lost or stolen cards may be replaced after showing identification. The replacement fee for lost or stolen cards is \$2.00.

## Materials

Circulating books and books on CD are loaned for a period of three weeks and may be renewed for another three weeks. There are no renewals for items on hold or reserved for another patron.

Circulating Blu-ray, DVDs, and magazines are loaned for a period of one week, series DVDs may be checked out for two weeks. There are no renewals for items on hold or reserved for another patron.

If materials are not returned a notice will be sent by mail. This will be followed by a letter outlining charges for the materials and legal implications of retaining library materials for materials not returned in 30 days from date due. The outside book drop can be used to return materials when the library is closed. Damaged or lost materials will be the responsibility of the borrower at repair/replacement cost plus \$3.00 processing fee.

Persons with overdue materials or unpaid lost materials 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 or e-mail. 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.

## Inter-Library Loan Policy (ILL)

If the Van Meter Public Library does not have certain material requested by a patron, the librarians will be glad to request the materials from SILO (State of Iowa Libraries Online).

Limits: Patrons will be limited to 3 items requested at one time. The total amount could go up to 5 items depending on the type of materials and usage intended. For example: a school teacher could request up to 5 items when used for a class unit. When those items are returned by the patron, more items can be requested. There is no cap on the number of items a person may request in the course of a fiscal year (July-June).

Circulation Period: The circulation period is set by the lending library. Renewals are up to the discretion of the lending library. If a renewal is requested by a patron, we will e-mail the lending library and request an extension; then contact the patron with the answer.

## Audiovisual Loan Policy

The Van Meter Public Library cannot deny anyone the right to use sources it offers. The Motion Picture Association of America (MPAA) ratings for videos are guidelines to assist patrons in deciding which movies to watch. Parents are urged to learn about films they want their children to see by reading reviews and feature articles or speaking with those who have seen or heard of the movie. Library staff may also provide information on movies in the collection.

Borrowers may not charge any fees in connection with the use of any audiovisual materials. Blu-ray and DVDs are copyrighted materials and illegal duplication is prohibited by federal law.

Audiovisual materials may be reserved on a first-come, first-served basis. If a request must be cancelled, the library will need to be notified.

Adopted – March 21, 2018