

# 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 government issued photo identification and proof of current residential address at the time of application. Identification that lists a current residential address meets this requirement. All library card applicants must complete an application. Cards must be updated by the patron every three years, or accounts will go inactive until renewed. Inactive cards will have borrowing privileges suspended, including for online resources, until the card is renewed. Renewal requires verbal confirmation of contact information. Accounts that are inactive for more than three years may be purged.

All residents of the state of Iowa are eligible to apply for a library card. Residents of cities not in compliance with Iowa's Open Access agreement must pay a yearly fee of \$15 per individual in order to apply for a library card and maintain a library account. This fee is based on average taxes in Van Meter and as such is subject to change. Accounts with a yearly fee will expire every year, rather than every three years, and in addition to standard renewal requirements, the fee will need to be paid prior to restoration of borrowing privileges. The fee provides borrowing privileges for resources controlled by the Van Meter Public Library; it does not guarantee access to state library resources, such as Overdrive/Bridges, where access criteria are set at the state level rather than the local level.

Children who are 5-11 years old and fit the residence requirements are eligible for a library card according to the discretion of their parents or legal guardian. The parent or guardian must apply in person with the child present, and parental signature is required for persons under age 12. Children ages 12-17 may apply for and sign for their own library card, but must be able to fill out all required parts of the application, as well as provide identification such as a school ID, recent report card, or driver's license/permit, as well as address verification (mail recently sent to the child is acceptable). 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. The library does not limit access to materials based on age. Parents are solely responsible for judging whether materials are age appropriate for their children.

In order to check out materials, library users must present a valid library card or a picture of the library card barcode and number. The account holder may also present their own government-issued photo identification. The possession of a valid library card or a picture of the barcode and number is considered permission to use that card, and the account owner will be responsible for items checked out as such. Therefore, account holders must immediately report if their card has been lost or stolen so

that the library can suspend borrowing privileges. Lost or stolen cards may be replaced after showing identification. The replacement fee for lost or stolen cards is \$2.00.

Accounts that owe \$10 or more will have borrowing privileges suspended until that amount is paid. The library director may make exceptions if there are extenuating circumstances. Users with borrowing privileges suspended may still use materials inside the library.

## Materials

Most materials are loaned for a period of three weeks. New items are loaned for a period of one week for movies and two weeks for all other materials. Items are generally considered new for three months post-publication, though exceptions may be made at the director's discretion. All items may be renewed twice, each for an additional borrowing period. There are no renewals allowed on items that have been requested by another patron. The library will automatically renew items that are eligible for renewal, or patrons may renew items manually.

Each card has a checkout limit of no more than 3 new movies. There is no checkout limit on items other than new movies.

If materials are not returned, four notices will be sent by the patron's preferred contact method. At approximately 45 days overdue, patrons will receive a notice that items must be returned or paid for. After 60 days, items will be considered permanently lost, and will not be accepted back. Damaged or lost materials will be the responsibility of the borrower at current cost plus a \$5.00 processing fee. Patrons may opt to replace the item with an identical item (must have same ISBN) rather than paying for the item, though the processing fee will still be assessed. Once an item is paid for, no refunds will be issued. If a patron claims that an item has been returned, the library staff will search for it once a week for thirty days from the date it was claimed returned, after which the item will be considered lost by the patron. Patrons may have costs for items claimed returned but not found waived twice; additional items claimed returned but not found will not be waived and the full cost will be assessed.

Persons with materials overdue by more than 30 days or unpaid lost materials will not be permitted to check out additional library materials. Materials may continue to be used in the library. The outside book drop can be used to return materials when the library is closed.

The library does not charge overdue fines.

Patrons may request that an item be held for them. The patron will be notified by their preferred method of contact as noted on their account. 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.

Borrowers are responsible for ensuring that their use of library materials, including audiovisual materials, does not violate any federal, state, or local laws.

## 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). Patrons may request items by email or by filling out a form at the library. There is no fee for getting an item through ILL, but items that are requested and subsequently not checked out are subject to a \$3 fee to recover postage costs.

Limits: Patrons will be limited to 3 items requested at one time.

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 contact the lending library and request an extension, then contact the patron with the answer. Late, lost, or damaged materials will be billed according to the policies of the lending library. The borrowing patron is responsible for all fines and fees assessed by the lending library as a result of lateness, loss, or damage.

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