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I. LIBRARY OPERATIONS & CIRCULATION SERVICES

1. Borrower (Patron) Eligibility:

- A. A library card shall be issued without charge to residents, 14 years of age and over (within the city limits), and rural Washington County upon presentation of personal identification. A library card shall be issued without charge to children under the age of 14 years old with parental permission and parental signature on the library card. For young adults (14-18), parental permission and signature is required if individual does not have a valid Iowa ID.
- B. Residents from other towns in Iowa may receive a free library card for the Wellman-Scofield Public Library (by presenting a library card from their municipal library or the library their city contracts with for library service). This is part of Iowa's Open Access program.
- C. Rural residents from another Iowa county may receive a free library card from the Wellman-Scofield Public Library (by presenting a library card from a library within that county). This is part of Iowa's Open Access program.
- D. A library patron must be present to check out materials and may not check materials out on another patron's library account (excepting families with small children who choose to utilize one family account until the children are old enough for their own).
- E. This library views families as being responsible for all family members and, ultimately, parents being responsible for their children. If a family has multiple member accounts, should one individual become negligent in returning materials, or accrues excessive, outstanding fines and fees, the library staff has the right to suspend all family accounts until these problems are resolved.

2. Library Materials, Equipment & Internet Access:

- A. The Library will not attempt to judge or control circulation of materials to minors. Parents must take responsibility for supervising their children's reading and viewing materials.
- B. The Library subscribes to the "Free Access for Minors" Statement as amended July 3, 1991, by the American Library Association, a copy of which is marked Addendum #2 and made a part of this policy.

3. Loans:

- **Adults (= $>$ 14): items will not exceed (25) twenty-five total and (no more than (4) four movies per patron.**
- **Children (<14): items will not exceed (10) ten total and (no more than (2) two movies per patron.**

A. Wellman-Scofield Public Library (WSPL) Materials:

Material	Loan Period	Limit per Patron	# of Renewals	Daily Overdue Fine/Fee
Books	3 Weeks	25 (adult)/10 (child)	1	.00
Audio Books / BCDs	3 Weeks	6	1	.50
DVDs	1 Week	4 (adult)/2 (child)	1	.50
DVDs – Series	2 Weeks	2 (adult)/2 (child)	1	.50
Reference	No Loans	None	0	0

- Returning a damaged DVD case will result in a \$2.00 replacement fee.
- Returning an excessively scratched or smudged DVD will result in a \$1.00 cleaning fee.
- New adult fiction books will be shelved in the "New Book" section for 6 months before being placed in general circulation.

4. Reserved Materials:

- A. Patron requests for an item to be reserved shall be honored to this extent:
 - 1. The patron shall be notified once when the item is available.
 - 2. If item is not claimed within three (3) library days after notification, it will be given to the next person on the reserve list or returned to general circulation.
- B. For holds placed online, reserved items shall be honored to this extent:

1. Placing an item on hold online does not guarantee its availability within the library. If a requested item is unavailable the patron's account will be updated with the hold so upon the item's return the patron can be notified.
2. The library staff will be given up to 48 hours to locate and reserve the item. The patron will be notified once when the hold is ready for pickup.
3. If the item is not claimed within three (3) Library days after notification, it will be given to the next person on the reserve list or returned to the general circulation.

5. Interlibrary Loan Policy (ILL):

- A. If the Wellman Scofield Public Library does not have certain materials requested by a patron, the librarians may request the materials from State of Iowa Libraries Online (SILO). While items may be requested, there is no guarantee that the items are available from other libraries, the request will be fulfilled, nor a guarantee of timeline for receipt of ILL items.
 1. Limits: Patrons are limited to three (3) items requested at one time. The total number may be increased depending on the type of materials and usage intended, at the discretion of the library staff. For example, teachers could request more than three items for classroom use. There is no cap on the total number of items requested within a calendar year.
 2. 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, library staff will contact the lending library to request an extension. The patron will be notified of the lending library's answer.
- B. Patrons will be contacted up to two (2) times when an ILL item is received by the library. Contact dates will be noted in the patron record. If the item(s) is not picked up and returned by the patron by the due date, the patron is responsible for any fines and fees incurred.

6. Confidentiality:

- A. Library records that deal with patrons' names and books/tapes/computer usage and all materials borrowed shall be kept confidential.
- B. Patron records will **NOT** be made available to any person, group or government agency except upon presentation of a legal/valid court order, subpoena or search warrant.

7. Patron Responsibility:

- A. Patrons are responsible for compliance with all applicable copyright laws.
- B. The library assumes no responsibility for damage caused to a borrower's video cassette player, tape recorder, DVD player, CD player, CDROM player and/or computer.

8. Charges, Fees & Fines:

- A. Charges, fees and fines shall be assessed, according to the previous charts, for each day the material is kept past due.
- B. The borrower shall be responsible for replacement or repayment for a book or other library material that is lost, damaged or not returned.
- C. Overdue fines shall not exceed a total of \$10.00 per item.
- D. An overdue processing fee (assessed after 1 month overdue) of \$2.00 will be added to regular charges to recover lost time and postage costs for multiple contacts.
- E. A "lost book" replacement processing fee of \$2 will be added to the replacement costs of each lost item.
- F. A collection fee of \$10 will be assessed to a patron's account should the library need to utilize the State of Iowa Offset Program (or a private collection agency) to retrieve materials or fines and fees.
- G. Copy machine copies will be made for research/reference purposes only, at a fee of (\$0.25) twenty-five cents per black & white page, or (\$1.00) one dollar per color page.

Computer print outs will be available to the public for:

- 1. Black & White Printing:
 - Single Sided – (\$0.25) twenty-five cents per page.
 - Double Sided – (\$0.25) twenty-five cents per page.
- 2. Color Printing:
 - Single Sided – (\$1.00) one-dollar per page.
 - Double Sided – (\$1.50) one dollar fifty cents per page.
- H. Interlibrary loan requests will require a charge of one dollar and fifty cents (\$1.50) per transaction will be made to help defray postage costs, payable at time of receiving said material.

9. Library Hours:

- A. The Library hours shall be set by the Board of Trustees to meet the needs of the community.
- B. Holidays: Will be observed according to City policy
- C. Emergency closings will be determined by the Library Director and the President of the Board of Trustees.