

CIRCULATION

The Norwalk Easter Public Library has established the following guidelines to facilitate access to the collection while ensuring its protection.

Registration and Library Cards

- Library cards are available to individuals of all ages.
- To obtain a card, identification showing photo, name and current address must be provided and an application form completed.
- Individuals under 14 years of age must have a parent or guardian provide identification and sign the application form.
- Library cards are available free of charge to:
 - Residents of Norwalk
 - Residents of counties or cities that contract for library service
 - Residents of communities participating in the State Library of Iowa's Open Access program
 - Institutions/businesses located in Norwalk or in counties or cities that contract for library service
- If none of the above requirements are met, a card may be purchased for a non-refundable annual fee.
- Library cards are issued and may be used at the time of application.
- Library cards are issued for a one-year period. Cards are renewable by providing confirmation of current address. Outstanding fees must be paid and overdue materials returned before the card will be renewed.
- Customers must have their card with them or provide proof of identity to borrow materials.

Lost Library Cards

- A lost or stolen card must be reported immediately. Customers are responsible for materials checked out prior to notification.
- A \$2.00 fee is charged to replace a lost, stolen, or damaged library card. If more than six cards are replaced, a \$5.00 fee is charged per card.
- Outstanding fees must be paid and overdue materials returned before the card is renewed.

Loan Periods

Reference	Does not circulate
Periodicals & Newspapers (current issue)	Does not circulate
DVDs	2 days
New books	14 days
Other materials	21 days

Renewal of Materials

- Materials not on hold for another individual may be renewed.
- A maximum of two renewals is permitted.
- Materials may be renewed in person or by telephone.

Overdue Materials

- Fines are not charged for overdue materials.
- The replacement cost plus a \$5.00 processing fee must be paid for materials not returned within six weeks of the due date.
- If materials are returned, the replacement cost and processing fee is waived.
- A processing fee is not charged for materials under \$5.00 in value.
- Borrowing privileges are suspended until overdue materials are returned or replacement costs paid.

Lost or Damaged Materials

- If materials are lost or damaged beyond repair, the cost of the materials plus a \$5.00 processing fee must be paid or replacement copies acceptable to the library provided.
- A processing fee is not charged for materials under \$5.00 in value.
- Borrowing privileges are suspended until replacement costs are paid or acceptable copies provided.
- Payment is refunded if lost materials are returned in acceptable condition within 30 days of payment. The refund will be the amount paid minus the \$5.00 processing fee.

Reserving Materials

- All circulating materials may be reserved.
- When more than one reserve is placed on an item, a queue will be established. Reserves are filled according to the order received.
- Notification is made by telephone, mail, or email when materials are available. Reserved materials are held for three days after notification.

Returning Materials

- Borrowed materials may be deposited in the return slot at the circulation counter or in the outside return near the entrance of the library.
- The outside return is open 24 hours a day.

Adopted by the Norwalk Easter Public Library Board of Trustees February 10, 2003
Revised January 18, 2005
Revised February 16, 2009