

CIRCULATION POLICY

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

Library Cards

Individuals who are residents of Norwalk, residents of contracting communities, residents of rural Warren County or residents of areas with libraries participating in Iowa's Open Access program may apply for a library card.* Institutions/businesses located in Norwalk are also eligible for library cards. Applicants under the age of 14 must have his/her application signed by a parent or guardian, who must be present at the time the card is issued.**

Identification:

Applicants 18 & Older

Applicants 18 and older must present a government issued photo identification with current address as proof of identification and residence. If photo identification does not have a current address or lacks an address, that identification must be accompanied by proof of address, such as cancelled mail, a utility statement, lease or purchase agreement, or bank statement.

Applicants 14-17

Applicants 14-17 years of age do not need to present a photo ID but must present a document that includes their name and current street address. A photo ID with proof of street address from a parent or guardian who is present at the time the card is issued is sufficient if the child's documentation is unavailable.

*Applicants Younger Than 14***

A photo ID with proof of street address from a parent or guardian is required for applicants under 14.

*A user's fee per year will be assessed on non-residents or patrons not falling under rural Warren County or Open Access jurisdiction.

**Cards for children will not be issued to parents/guardians if the child is not present.

Expiration and Renewal

Library cards expire every two years. Renewal requires verification of street address and other contact information. Outstanding fees must be paid and overdue materials returned before the card will be renewed.

Replacement

Replacement cards are issued when a library card is lost, stolen, or damaged. There is a \$2.00 fee for a replacement card. Customers are responsible for materials checked out prior to notification of lost, stolen, or damaged card.

Borrowing Materials

Most materials check out for three weeks and may be renewed twice if no other borrower has them reserved. Materials may be renewed in-person, online, via email or by telephone. Customers must have their card or a valid photo identification to borrow materials.

Circulation and some remote access privileges are suspended for cardholders owing the library \$10.00 or more in fines. Cardholders may make partial payments and still be allowed to check out materials if their total outstanding fines do not exceed \$10.00. Accounts of immediate family members residing at the same address will be linked for fines and fees.

Registered borrowers are responsible for all materials checked out on their card regardless of who used the card to check out the materials. Therefore, the Library discourages borrowers from allowing anyone else to use their card.

Circulation and other access privileges are suspended when a library card expires.

Circulation Periods and Limits

Circulating materials in the Norwalk Easter Public Library are loaned as outlined below. Registered borrowers may borrow up to 20 items including a limit of 3 DVDs / Blu-Rays per card at one time. For various reasons including recent acquisition, high demand or special arrangement, the library may adjust loan amounts or loan periods to be longer or shorter upon review and approval by library administration.

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| ● Reference | Does not circulate |
| ● Newspapers | Does not circulate |
| ● DVD / Blu-Ray | 7 days |
| ● New Materials and Periodicals/Magazines | 14 days |
| ● Other materials (including past issues of periodicals) | 21 days |

Fines & Fees

Overdue

Daily overdue fines are not charged for outstanding materials. A \$5.00 processing fee per outstanding item will be added for anything more than 30 days overdue. Processing fees will not be added to materials under \$5.00 in value.

Processing fees may be waived in full or part on a case-by-case basis.

Lost or Damaged Materials

The full acquisition or repair cost for a lost or damaged item is charged to the borrower to whom the item was checked out at the time it was lost or damaged. An additional processing fee of \$5.00 per item is charged when items are lost or cannot be repaired. Lost items may be replaced with an exact duplicate in new condition. In that case only the processing fee will be assessed. Once paid, processing charges and charges for lost or damaged materials are non-refundable.

Acquisition or repair costs may be waived in full or part on a case-by-case basis.

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 will be made by text, automated telephone 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.

Special Arrangements

Special arrangements for the use of library materials (for institutions, special groups of patrons, deposit collections, multiple sets, etc.) may be made. All such arrangements are subject to the approval of the Library administration.

Adopted by the Norwalk Easter Public Library Board of Trustees February 10, 2003

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