



Circulation Policy

Purpose

The purpose of the Orange City Public Library Circulation Policy is to establish library card eligibility and to state the conditions that invalidate cardholder privileges.

General Information

These policies apply to all library card holders unless otherwise stated.

- Individuals of all ages may sign up for a library card using proper identification and proof of residency.
 1. Individuals under the age of 12 must have a parent or guardian apply with them/for the card.
 2. Individuals 12 years of age and over may obtain a library card without parental signature provided that they can provide proof of address and identity.
- Proof of identification and residency requires two of the following types of information:
 1. Driver's License or State Identification Card
 2. Social Security Card
 3. Passport
 4. School Identification Card
 5. Checkbook
 6. Utility, property tax or other bill with current address
 7. Letter received at current address
 8. One of the above and mailing of the library card to the address on account.
 9. Other sufficiently verifiable document proving residence.
- Cardholders are responsible for all materials checked out on the card and for payment of fines and replacement fees assigned to the card.

- Library cards are not transferrable.
- Cardholders are responsible for notifying the library promptly if a card is lost or stolen
- A charge of \$3.00 will be made for replacement of a lost or damaged library card. The account must be in good standing for a replacement card to be issued.
- Parents or guardians are responsible for all materials checked out on the signatory cards of those under the age of 12, and to minor cards linked to their account.
- Cardholders are not limited to the number of items that may be checked out on their library cards, except by the licensing agreements of the electronic resources.
- Library cards expire on a regular basis as a way to confirm address and account information. Resident cards must be renewed every 3 years. All other cards must be renewed annually.
- The Library Director/Administrative Librarian may refuse or restrict the use of a library card if a pattern of abuse is established.
- The Library Director/Administrative Librarian may revoke a library card if a person is convicted of a crime against the Orange City Public Library.

Library Cards

Full Access Library Cards

A valid full access library card allows the card holder access to all materials, collections and services of the library.

Resident Cards

Residents living within the city limits of Orange City

- Residents of governmental entities in Sioux County (incorporated or unincorporated) are entitled to a Full Access library card free of charge, if their respective entities provide adequate yearly funding.
- Persons who own property within the city limits of Orange City.
- Nonresidents, outside the limits of Orange City, purchase a Full Access-Paid library card for \$70 per year.

Open Access Library Card: Open Access cards are issued to Iowa residents of areas with libraries participating in the State Library of Iowa's Open Access program, in accordance with the statewide Open Access agreement. Some services are limited.

Temporary Cards: Temporary cards are issued to persons who will be living in our service area from (Example) one to eight weeks, and to those living in temporary housing. Some services are limited

Special Library Cards

- Institutional/Business Cards: Institutional/Business Cards are issued to institutions and businesses within Orange City, contracted areas (Maurice), and Sioux County communities with Open Access agreement. Some services are limited.
- Classroom Cards: Classroom cards are issued to teachers in the MOC/FV, Unity, OCCS school systems, as well as to daycare providers for use with their students.
- Student Cards: Student Cards are issued to students at Northwestern College if they are not eligible for a Resident Card.
- Transitional Cards: Transitional cards are full access cards issued to persons in transitional housing. (The State of Iowa's "Safe at Home" address may be used.

International visitors who have not established a U.S. residence, are not eligible to apply for a library card but are welcome to use the facilities during their visit

Book Drop

A book drop is located on the outside of the building. It is available 24 hours a day 7 days a week for return of library materials. Items returned to the library using the book drop will be checked in periodically during the hours of operation. Materials returned to the library after closing will be checked in on the library's next business day. Items returned before the library opens will be backdated to the previous business date.

Inter-library Loan

If the library does not have an item, a patron can request that it be found via Inter-Library Loan. The due date is set by the lending library and can only be changed with special permission. The Orange City Library will not request ILL books for any Open Access patron. No more than five books or five periodical articles per patron per week may be procured through inter-library loan.

In accordance with the Interlibrary Loan program of the State Library, the library is authorized to charge up to \$3.00 for Inter-Library Loan.

Fines and Fees

Purpose

The Orange City Public Library offers several services that requires the library to charge a fee. Fee based services enable the library to offer services that would not otherwise be possible. Fees reflect the cost of staff time and supplies.

Fee Schedules

CD/DVD cleaning	\$2.00	Fax - send or receive	\$1.00/\$0.50 per page
Replacement Library Card	\$3.00	Printing & Photocopies	\$0.15/\$1.00
Inter-Library Loan (Out of State Fee)	\$3.00	Processing Fees	\$1.00 - \$3.00
Non-Open Access Fee	\$70/year	Dutch Costume Patterns*	\$1.50 - \$10.00

**The Orange City Public Library collects fees for Dutch Costume Patterns on behalf of the Dutch Pattern Committee.*

Fines

The library assesses fines to encourage prompt return of materials and promote fair and equitable access. Fines accrue daily.

Library privileges become suspended on accounts that have balances greater than \$20.00, or that have materials two or more months overdue. The Director has sole authority to waive fines and fees on a case by case basis.

Check out Periods

ITEM	CHECKOUT PERIOD	RENEWALS	FINES PER DAY
Books	3 weeks	3 Renewals	\$0.10
Audio CDs	3 weeks	3 Renewals	\$0.10
DVD	1 week	3 Renewals	\$1.00
DVD Series	2 weeks	3 Renewals	\$1.00
Magazines	1 week	3 Renewals	\$0.10
Kits	3 weeks	3 Renewals	\$0.10
Equipment	1 day – 3 weeks	No Renewals	\$1.00

Equipment Policy

The Orange City Public Library has various laptops and tablets available for patrons to use in the library. Some laptops tablets are also available for check out. iPads are locked down in the library and must not be taken from their designated area, but are free to be used by anyone.

Availability

- Laptops and projectors can be checked out for one day.
- E-readers are available to be checked out for three weeks.
- Equipment is available on a first come first serve basis and cannot be reserved.
- A cardholder may borrow only one piece of equipment per day.

Fees and Liability

The borrower is financially liable for any lost stolen or damaged tablet or laptop.

- Damaged Tablet, Laptop or accessory Repair cost (up to replacement cost) +\$20
 Processing fee
- Lost or Stolen Tablet, Laptop or accessory Replacement cost +\$20 processing fee

Limitations on Laptop or Tablet Use

- Borrowers who wish to print from a laptop should consult with library staff.
- Do not store files on library equipment, use alternate storage methods such as USB drives, cloud storage, etc.
- Staff may not be available to provide technical support.
- Tampering with tablets or laptops or attempting to access or modify the operating system or other programming, including bypassing security functions, is prohibited.
- The tablets and laptops may not be used to engage in illegal activities or to disturb other patrons.
- The patron must adhere to the Orange City Public Library Internet Use policy.

Policy

The Orange City library welcomes patrons to use the gaming systems. Special times, events, and tournaments may include adult participation. To use the gaming system:

1. Users must have a valid Orange City Public Library card in good standing.
2. Game playing will be limited to 30 minutes (1/2-hour). If no one is waiting to use the system, play may continue. Anyone using the Gaming System must be willing to end the game when requested by staff.
3. Users will check out the games, controllers and other accessories on their cards at the front desk. No outside games will be played without permission.
4. Any broken, damaged, or dysfunctional equipment caused by patron misuse will be charged to the patron's card, and library privileges will be suspended until costs are cleared from the card.
5. A list of games will be provided. Games and accessories will be kept at the front desk when not in use.
6. Users are asked to treat the equipment gently. Users who do not treat equipment gently will be asked by staff to stop for the day. A user who repeatedly abuses equipment will have his/her Gaming System privileges revoked.
7. Patrons using the gaming system must return all borrowed gaming controllers and equipment.

Overdue Materials

The library is entrusted by the citizens of Orange City to provide, maintain and track over 60,000 items that have been purchased with tax payer dollars. In order to protect public property, the library has a schedule it follows for overdue materials.

Patrons will be asked to provide either an email address or a telephone number for text messages in order to better facilitate communication about reserved or overdue materials. The Library will attempt to send overdue notices via email or text message-3 days in advance of an item becoming due.

Overdue notices will be sent by email, text or phone call, per patron preference, after items have been overdue for one week or more. For those patrons who have provided no email address, a letter will be sent itemizing the overdue items after the items are overdue by two weeks or more. The patron will not be allowed to "renew" the items to avoid the fine or incurring replacement charges. After total fines reach \$20.01, Library privileges (including computer use) will be blocked.

The following schedule will be followed for all overdue materials not returned after initial emails texts and phone calls:

- At least 7 days overdue, a first notice will be sent - phone, email, or text
- At least 14 days overdue, a second notification will be sent - letter, email, or text
- At least 28 days overdue, a letter with itemized bill of materials and costs will be sent along with a warning of impending legal action if the account is not cleared.
- 60 days overdue a certified letter will be sent with an itemized bill and a "notification of criminal action" as described in Iowa Code section 714.5. The cost of postage, certified mail, and return receipt will be assessed to the cardholder.
- If the certified letter gets no result, the Library Director may contact law enforcement or the County Attorney.
- Keeping library materials after library personnel have followed these steps to get public property back constitutes the crime of theft. The replacement charge includes the value of the item and a processing fee. When the item is paid for, the overdue fine will be waived.

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