



Circulation Policy

Revised November 2015

Purpose

The purpose of the Circulation Policy is to establish who may obtain a library card at the Orange City Public Library, the privileges associated with a library card, and what might cause those privileges to be suspended. The Circulation Policy establishes fines and fees for overdue, lost or damaged materials, and other circulation services.

To Obtain a Library Card

A free library card is available to:

- Residents of Orange City
- Rural Residents of Sioux County
- Students at Northwestern College
- Residents of Iowa who live in towns participating in the Open Access¹ program
(As noted at <http://www.statelibraryofiowa.org>)

A charge* will be assessed for the following visitors to obtain a library card:

(*comparable to per capita funding)

- Residents from Out of State
- Residents from cities not participating in the Open Access program or whose city does not contract with an Open Access Library
(As noted at <http://www.statelibraryofiowa.org>)

¹ The purpose of Open Access is to provide Iowans with direct access to more library materials and information resources.

It is a reciprocal borrowing program that enables customers from a participating library to go to other participating libraries and directly check out materials they own.

To obtain a card, all individuals must be 18 or older and provide a photo ID and current address verification. Acceptable forms of ID and address verification include the following:

Photo ID:

Driver's License

State/Federal issued ID card(this includes internationally issued ID Cards

School ID card

Address Verification: (if the address is different from, or not listed on, the Photo ID)

Checkbook

Current utility bill

Letter with a current postmark

If a visitor is providing an ID or documents that create some doubt, the staff may tell the visitor that he/she may use items in the library but that they may not checked materials until the Administrative Librarian reviews copies of the documents and the library card application.

Special Library Cards

Special cards are available for institutions that house outreach/homebound collections and are assigned to libraries participating in interlibrary loan.

Special library cards are issued by the Administrative Librarian.

Library Card Applications

Card Holder Information

When you sign up for your library card, you sign a statement agreeing to the following I am responsible for:

- Presenting this card when checking out material
- All material checked out on this card.
- Not lending this card to others
- Notifying the library if the card is lost or stolen, or if I change name, address, phone, or email.
- I am responsible for payment of all fines and for lost or damaged materials borrowed on this card.

Library Cards for Children

Children of any age can obtain a library card. A parent or legal guardian must accompany the child to sign the application and the parent/legal guardian will need to show a photo ID and provide current address verification. Parents with a library card must be in good standing with the library. The parent/legal guardian understands they are to supervise the child's use of library materials and will ultimately be responsible for the materials checked out on the card. A child must be 18 or older to obtain a card without a parental signature.

Replacement Card

A charge of \$3.00 will be made for replacement of a lost or damaged library card.

A replacement library card will be issued after a patron has paid all fines and/or returned all overdue material borrowed on the previous card.

Outdoor Book Drop

A book drop is located on the outside of the building for patrons wanting to return items when the library is closed. Items returned in the book drop after the library is closed, will be checked in on the next day the library is open.

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.

Other Services

Fax- sending	\$1.00 first page, \$0.50 additional page
Fax- receiving	\$0.50 each page
Print & Copy, Black & White	\$0.15 per each side of the page
Print & Copy, Color	\$1.00 per each side of the page

(Misc. charges subject to change: Keurig coffee, used book sale items, earbuds etc.)

Fines and Fees

Purpose

The Orange City Public Library offers a wide variety of services that requires the library to charge a fee to recover costs. These fees are not placed on "essential" library services, such as the ability to borrow books or to attend a program. Fee based services enable the library to offer services that would not otherwise be possible to provide.

Policy

The fee charged for various services and products is evaluated by the administrative librarian and is adjusted occasionally to cover staff time and supplies. These services include, but may not be limited to:

CD/DVD cleaning (\$2.00)	CD-R purchase (\$1.00)
Dutch Costume Patterns (\$1.50-\$10.00)	Fax (\$1.00/\$0.50 per page)
Earbud purchase (\$1.50)	Photocopier (\$0.15-\$1.00)
Inter-Library Loan (\$2.00)	Processing fees (\$1.00-\$3)
Printing (\$0.15-\$1.00)	Out of State, non-OA Fee \$70 per year
Replacement library card (\$3.00)	

Fines

The library charges fines to encourage compliance with due dates in order to promote fair and equal access. Fines are charged for each calendar day the library is open starting the first day overdue (some materials may have one day grace period). Materials returned via the drop box after 6 p.m. are considered returned on the next day the library is open.

Library privileges, including computer use, are suspended if a fee or fine of \$2.00 or more is on the patron library card.

A fine may be waived in full or part by Administrative Staff, on a case-by-case basis and for extenuating circumstances.

Check out Periods

ITEM	CHECKOUT PERIOD	RENEWALS	FINES PER DAY
Books	3 weeks	2 Renewals	\$0.10
Audio CDs	3 weeks	2 Renewals	\$0.10
DVD	1 week days	No Renewals	\$1.00
Art Prints	2 months	1 Renewal	\$1.00
Magazines	1 week	2 Renewals	\$0.10
Kits	3 weeks	1 Renewal	\$0.10

Laptop and Tablet Policies

The Orange City Public Library has two laptops, two Apple iPads, two Kindle fires and a Nexus tablet available for patrons to use and on which they may learn. iPads are locked down in our reading room and must not be taken from this area, but are free to be used by anyone.

Eligibility

- The borrower must be an Orange City Public Library patron in good standing,
- The borrower must present a library card and a valid driver's license which will be held at the Circulation Desk until the laptop is checked back in by library staff.
- No cards are necessary to use the iPads located in the Adult Patron reading area.

Availability

- Laptops can be checked out from the Circulation Desk for 2 hours
- Laptops are on a first come first serve basis and cannot be reserved.
- A cardholder may borrow only one tablet or laptop per day

Fees and Liability

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

- Lost or damaged power cord: Replacement cost +\$20 processing fee
- Damaged Tablet or Laptop Repair cost (up to replacement cost)+\$20 processing fee
- Lost or Stolen Laptop or tablet Replacement cost +\$20 processing fee

Limitations on Laptop or Tablet Use

- Borrowers who wish to print from a laptop should consult with the librarian
- Borrower must not leave a laptop unattended
- Borrower's files will be automatically erased from the laptop when it is shut down. Use a USB Flash drive to save files
- 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.

Overdue Materials

The library is entrusted by the citizens of Orange City to provide, maintain and track over 70,000 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 number for text messages in order to better facilitate communication about reserved or late materials. **The Library will attempt to send Overdue notices via email, text message, and our ILS system within 3 days of an item becoming due.** Notice will be sent by email, text or phone per patron preference. **For those patrons who have provided no email** Two weeks after the item is due a letter will be sent itemizing the overdue items. The patron will not be allowed to “renew” the items to avoid the fine or incurring replacement charges. After total fines reach \$2.01 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:

- 7 days overdue a first notice will be sent
- 14 days overdue a second notification will be sent.
- 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 certified letter of “notification of criminal action” as described in Iowa Code section 714.5.
- If the certified letter gets no result, the Library Director will 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 the processing fee. When the item is paid for, the overdue fine will be waived.

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