

Circulation Policy

The following policy is necessary for the accurate tracking of library materials, and to ensure fair access to those materials for all patrons. There may be unique situations when staff may need to make allowances in enforcing policies. If there are any questions about the enforcement of the circulation policies, the Director should be consulted.

Obtaining a Library Card

1. Eligibility.
 - a. All City of Alta residents and rural Buena Vista County residents are eligible for a Library Card.
 - b. Alta Community Library participates in the State Library of Iowa's Open Access program, allowing all residents of Iowa to obtain a library card, with some restrictions.
 - c. Out of state residents can obtain a library card, provided they show proof of permanent address and local address, with restrictions.
 - d. Anyone age five and older can obtain a library card. Those under the age of eighteen must have a parent present at time of sign up, and the parent's name will be recorded on their account.
 - e. Students and staff of Alta-Aurelia School District are eligible for an unrestricted library card regardless of residence, provided that their up-to-date contact information is provided by the school office.
2. Applying for a library card.
 - a. All applicants must provide proof of current permanent address such as a drivers' license, utility bill, or piece of mail sent via USPS. Other official government ID is valid, provided it lists current address. The Alta Community Library does not keep drivers' license numbers, social security numbers, or other ID numbers on file.
 - b. Applicants under the age of 18 must have a parent vouch for their permanent address by showing proof of address as listed in 2a.
 - c. All applicants must provide name, address, and method of contact in either the form of a phone number, text number, or email address.
3. Terms.
 - a. The person to whom the card was issued is responsible for all fees, fines, and materials checked out or rented with that card. Parents or guardians are the legally responsible party for library cards issued to patrons under 18 years of age.
 - b. Library cards are valid for two years, at which time renewal is required. Patrons must confirm their personal information for a two-year renewal.
 - c. If a patron has moved, they must provide new proof of residency so their account may be updated accordingly.
 - d. Patrons are only allowed to use the library card issued in their own name.
 - e. If a library card is lost or stolen, please contact the Alta Community Library immediately.
 - f. Patrons are responsible for communicating all address and contact information changes to the Alta Community Library.

Loan Periods and Limits

1. Material circulation periods are as follows:
 - a. Books and magazines circulate for a three-week period.
 - b. DVDs and Blu-Rays circulate for a one-week period.
 - c. Mobile hotspots circulate for a one-week period.
 - d. Reference materials such as historical documents and yearbooks do not circulate.
2. Each patron may check out up to 20 materials at a time, 5 of which may be DVDs/Blu-Rays.
3. The Alta-Aurelia School District may set their own circulation limits for students, which will be enforced during school hours. See Appendix B.
4. Materials may be renewed via phone, email, or in person, or via patron account access.
 - a. Books and magazines may be renewed twice.
 - b. DVDs and Blu-Rays may be renewed once.
 - c. Mobile Hotspots may not be renewed.
5. Materials on reserve may not be renewed.
6. During school hours, library staff may enforce separate circulation periods for Alta-Aurelia School District students, as set out by the school district. See Appendix B.

Returns and Overdues

1. Library materials will not be due on days that the library is closed, and will not accrue fines. Materials will be due on the next day the library is open.
2. Materials may be returned to the circulation desk when the library is open, and to the book drops when the library is closed. The library has two book drops—one located within the school, and one near the front door. The book drop near the front door is open 24/7.
3. Materials returned in the book drop after the library is closed are considered returned that day.
4. The Alta Community Library charges overdue fines for the following:
 - a. Books and no magazine—no fines
 - b. DVDs/Blu-Rays--\$1 per day overdue
 - c. Mobile Hotspots--\$1 per day overdue
5. Patrons will receive overdue notifications on the following schedule:
 - a. Overdue up to 2 weeks—automatic text/email
 - b. Overdue 2 weeks—phone call
 - c. Overdue 1 month—phone call
 - d. Overdue 2 months—final call
6. Patrons will be billed the cost of material plus a \$5 processing supply fee at 2 months overdue. This bill will be sent to their permanent address, and must be paid before the patron can check out more materials.
7. Replacement items may be accepted at the discretion of the Director, if the replacement is in new condition and its standard number matches that of the missing material. The \$5 processing fee will still apply.
8. Borrowing privileges will be suspended when overdue or replacement fees are in an excess of \$5. The total amount owed must be below \$5 before the patron can check out.

Lost or Damaged Items

1. Patrons are responsible for the replacement cost of an item that has been lost or damaged beyond repair, plus a \$5 processing fee per lost or damaged material.
2. If overdue fines apply, they will be waived when a lost or damaged material is paid for.
3. The replacement cost minus processing fee will be refunded to the patron for lost items that have been found, provided the material is returned within three months of payment.
4. Lost ILL items will be covered under the SILO/Inter-Library Loan policy.
5. If part of an item is lost, patrons will be charged only the replacement fee of the part, provided the part can be replaced. If not, the patron will be charged the full replacement fee.
6. Habitual misuse of library services and materials may result in restricted status or permanent restricted access to services.

Theft of Library Materials

1. Checking out library materials with the intent to not return them is theft.
2. Purposefully removing library materials, fixtures, and other library property from the library without following Circulation Policy guidelines will constitute theft.
3. The Alta Community Library will prosecute violators of the Circulation Policies to the extent allowed by law. See Appendix A.

Reserves

1. Reserves can be placed on any circulating material.
2. Reserves may be placed in person, by phone, or online.
3. There is no charge for reserves.
4. There is a limit of 10 reserves per patron.
5. Patrons will be notified per their contact preference when a reserve is ready for pick up.
6. Reserves will be held for one week from the date of notification.
7. Materials on reserve may not be renewed.

SILO/Inter-Library Loan (ILL)

The Alta Community Library provides inter-library loan service through the State Library of Iowa.

1. Borrowing Policy
 - a. Only Alta city residents, Rural Buena Vista County Residents, and Alta-Aurelia School District students and teachers may request materials through inter-library loan. All other patrons are encouraged to visit their home libraries for ILL.
 - b. Only patrons with accounts in good standing (no lost or damaged books, no billed items, and overdue fees below \$5) may request materials through ILL.
 - c. All sorts of materials may be requested via ILL, if it is listed as available in Iowa Locator.
 - d. Alta Community Library does not charge for ILL service provided it is fulfilled via the State Library of Iowa's ILL service. If the material is fulfilled via OCLC, a \$3 shipping fee may apply.
 - e. Interlibrary loan materials are checked out for three weeks from the date of notification of pick up, unless the lending library specifies differently.

- f. Interlibrary loan renewals are at the discretion of the lending library, and renewal requests must be made via phone or in person.
 - g. Patrons are responsible for lost or damaged items. Charges are based on fees charged by the lending library.
2. Lending Policy
- a. Alta Community Library lends all circulating books, DVDs, and Blu-Rays.
 - b. Materials deemed too new or in high demand may not be loaned, at discretion of the staff and Director.
 - c. Materials are loaned for a period of five weeks. Materials may be renewed once, provided that the material is not new, or on reserve.
 - d. ILL requests are accepted via SILO, and shipped via IA Shares.

Overdrive/Bridges

- 1. Alta Community Library provides access to Bridges, the State Library of Iowa's Overdrive collection, to city of Alta residents, rural Buena Vista County residents, and students and staff of Alta-Aurelia School District.
- 2. Patrons may check out up to five materials from Bridges at one time.
- 3. Patrons may have up to ten holds at a time.
- 4. Patrons may recommend three new titles for purchase every fourteen days.

Appendix A

702.22 LIBRARY MATERIALS AND EQUIPMENT.

1. "*Library materials*" include books, plates, pictures, photographs, engravings, paintings, drawings, maps, newspapers, magazines, pamphlets, broadsides, manuscripts, documents, letters, public records, microforms, sound recordings, audiovisual materials in any format, magnetic or other tapes, electronic data processing records, artifacts, and written or printed materials regardless of physical form or characteristics, belonging to, on loan to, or otherwise in the custody of any of the following:

- a. A public library.
 - b. A library of an educational, historical, or eleemosynary institution, organization, or society.
 - c. A museum.
 - d. A repository of public records.
2. "*Library equipment*" includes audio, visual, or audiovisual machines, machinery or equipment belonging to, on loan to or otherwise in the custody of one of the institutions or agencies listed in subsection 1.

714.5 LIBRARY MATERIALS AND EQUIPMENT – UNPURCHASED MERCHANDISE -- EVIDENCE OF INTENTION.

The fact that a person has concealed library materials or equipment as defined in section 702.22 or unpurchased property of a store or other mercantile establishment, either on the premises or outside the premises, is material evidence of intent to deprive the owner, and the finding of library materials or equipment or unpurchased property concealed upon the person or among the belongings of the person, is material evidence of intent to deprive and, if the person conceals or

causes to be concealed library materials or equipment or unpurchased property, upon the person or among the belongings of another, the finding of the concealed materials, equipment or property is also material evidence of intent to deprive on the part of the person concealing the library materials, equipment or goods.

The fact that a person fails to return library materials for two months or more after the date the person agreed to return the library materials, or fails to return library equipment for one month or more after the date the person agreed to return the library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment. Notices stating the provisions of this section and of section 808.12 with regard to library materials or equipment shall be posted in clear public view in all public libraries, in all libraries of educational, historical or charitable institutions, organizations or societies, in all museums and in all repositories of public records.

After the expiration of three days following the due date, the owner of borrowed library equipment may request the assistance of dispute resolution center, mediation center or appropriate law enforcement agency in recovering the equipment from the borrower. The owner of library equipment may require deposits by borrowers and in the case of late returns the owner may impose graduated penalties of up to twenty-five percent of the value of the equipment, based upon the lateness of the return.

In the case of lost library materials or equipment, arrangements may be made to make a monetary settlement.

808.12 DETENTION AND SEARCH IN THEFT OF LIBRARY MATERIALS AND SHOPLIFTING.

1. Persons concealing property as set forth in section 714.5, may be detained and searched by a peace officer, person employed in a facility containing library materials, merchant, or merchant's employee, provided that the detention is for a reasonable length of time and that the search is conducted in a reasonable manner by a person of the same sex and according to subsection 2 of this section.
2. No search of the person under this section shall be conducted by any person other than someone acting under the direction of a peace officer except where permission of the one to be searched has first been obtained.
3. The detention or search under this section by a peace officer, person employed in a facility containing library materials, merchant, or merchant's employee does not render the person liable, in a criminal or civil action, for false arrest or false imprisonment provided the person conducting the search or detention had reasonable grounds to believe the person detained or searched had concealed or was attempting to conceal property as set forth in section 714.5.

Appendix B

1. The Alta-Aurelia School District has set the following circulation limits for their students:

Pre-K and TK: 1 material

K: 1 material

1-3rd: 2 materials

4-12th: 5 materials

2. Students may check out one movie at a time, but movies may not be checked out during school hours.
3. Pre-K-3rd grade check out period is two weeks.

Approved by the Alta Community Library Board of Trustees February 11th, 2016

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