



## BONDURANT COMMUNITY LIBRARY

### CIRCULATION POLICY

#### Purpose of the Circulation Policy

The purpose of the Circulation Policy is to establish who may obtain a library card at the Bondurant Community Library. A valid library card provides library users with circulation services which may include borrowing materials and equipment, placing holds, or requesting interlibrary loan service, and allows in-house and remote electronic access to information resources. The Circulation Policy establishes circulation periods, materials on reserve, good standing and audio visual loan circulation requirements.

#### Registration – Library Cards

Any resident of Bondurant and unincorporated rural Polk County, with current photo identification, may be eligible for a library card from the Bondurant Community Library. If patron identification does not contain a current address proof of residence may be provided in conjunction with a valid ID. The Library can also mail a postcard to the applicant. When the postcard has been received and returned to the Library the library card application can be completed. A PO Box is not a sufficient address.

Persons living within the service area of an Iowa Library, approved for reciprocal borrowing through the Open Access Program (check at the Circulation Desk for confirmation) may be eligible for a library card from the Bondurant Community Library.

#### *Applicants Younger Than 10*

Children who fit the residence requirements and are at least 5 years old are eligible for a library card according to the discretion of their parents or legal guardian. Parental signature is required for persons under the age of 10. Responsibility for a child's selection and return of materials, and charges accrued on the child's card is held by the parent or guardian of the child. Cards for children under the age of 10 will not be issued to parents/guardians if the child is not present.

### *Applicants Age 10-18*

Older children (age 10 and up) not accompanied by a parent can provide identification, such as a school or state ID. Identification can be determined if the child attends Bondurant-Farrar school system and can log into their school account and navigate to the info page. If school or state ID identification does not contain a current address the library can mail a postcard to the applicant. When the postcard has been received and returned to the library the library card application can then be completed. 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.

### Temporary Account

Any person without an ID or permanent residence is eligible to obtain a temporary library card with limited access to resources. Applicants must have a valid email address or phone number to contact.

Temporary cardholders may check out up to three (3) items at a time, not including equipment or WiFi hotspots. Cardholders will still have access to online and in house resources.

Temporary library cards are issued for three (3) months; there is no fee for renewal. There is no fee to change from a temporary account to a regular account.

### Digital Library Cards

Digital Library Cards may be issued to any resident of Bondurant and unincorporated rural Polk County wishing to access only on-line resources. This may be completed by staff upon request via email, phone or in person.

The cardholder will be responsible to obey all the rules and regulations of the library, to promptly pay all fees charged against them for injury or loss of materials and to give timely notice of address change. Cardholders may allow family members to check out with their card and will be noted on the patron's card.

## Replacement Library Cards

Replacement cards may be obtained free of charge.

If a card is lost or stolen, the borrower must notify the library. Upon such notification, no materials will be loaned on that card and a new card will be issued. Identification will be required when the replacement card is picked up if the library staff does not know the patron.

Children who are accompanied to the library for regular visits by someone other than a parent or a guardian may obtain a library card with the signature of that adult. In each case the adult other than a parent or guardian must be willing to be responsible for the materials checked out on the child's card.

No library materials will be loaned without a valid library card in good standing.

## Circulation Periods

Books and other circulating materials may be checked out for a period of two weeks.

Most library materials may be renewed either at the library, by telephone or on-line. Items may be renewed unless the item in question is on reserve for another patron or is more than two months overdue.

The size of our collections and demand for specific materials for special class projects, seasonal items, etc. may require a limitation on the number of items checked out by any one person. The loaning of these materials will be left to the discretion of the library staff.

## Materials on Reserve

Patrons may request that an item be held for them. The patron will be notified when the item is available. If the item is not claimed within six library days after notification, it will be given to the next patron on the reserve list or returned to circulation.

## Overdue Materials

Patrons not returning materials within fifteen days of the due date will be sent a notice by mail, e-mail or phone call. This will be followed by a letter outlining

charges for materials and legal implications for materials not returned in sixty days from the date due.

### Notification

Telephone calls and notices are sent every fifteen (15) days to cardholders with overdue library materials.

Notice for replacement cost of the item(s) will be sent at sixty (60) days.

Long overdue accounts may be submitted to a collection agency and/or to a local law enforcement agency for further action. (See Code of Iowa, Chapter 714.5.

Theft of Library Materials and Equipment).

Hotspot checkouts are for two weeks. Late returns of hotspots will be notified the day following the due date by phone. Service on overdue hotspots is to be suspended on the second day overdue. Written final notice with replacement costs will be sent after seven (7) days overdue.

### Good Standing

For a patron to hold a library card in good standing, the patron will have no more than five dollars in fees and no overdue materials.

### Audio Visual Loan

A limit of five DVDs may be borrowed at one time. All media may be put in the outside drop box when the library is closed.

Borrowers may not charge any fees in connection with the use of any audiovisual materials. DVDs are copyrighted materials and illegal duplication is prohibited by federal law.

The Motion Picture Association of America (MPAA) ratings for DVD's are guidelines to assist patrons in deciding which movies to watch. Parents are urged to learn about films they want their children to see by reading reviews and feature articles or speaking with those who have seen or heard of the movie. Library staff may also provide information on movies in the collection. The Bondurant Community Library cannot deny anyone the right to use resources it offers on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status.

Adopted

4/90

Reviewed

7/91, 9/92, 1/2008

Revised

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