

SUBJECT: CIRCULATION POLICY

1. **PURPOSE:** To clarify the decision making process as it applies to the selection and collecting of library materials in order to facilitate a consistent approach to collection development.
2. **SCOPE:** This policy covers the criteria to be used in the collection of materials in order to foster lifelong learning and enjoyment to all residents of Readlyn and the surrounding area in a caring and financially responsible way.
3. **GENERAL:** The Readlyn Community Library's mission is to promote reading and provide access to materials in all formats to meet resident's informational, cultural, educational and recreational needs.
4. **RESPONSIBILITIES:**
 - a. Library Board of Trustees will:
 - i. Develop and approve the library Circulation Policy
 - b. Library Director will:
 - i. Develop Circulation Procedures as necessary
 - ii. Ensure all staff and volunteers are informed of library Circulation Policies and/or Procedures
 - iii. Monitor and evaluate library adherence to the Circulation Policy
 - c. Library Staff will:
 - i. Be aware of Circulation Policies and/or Procedures
 - ii. Follow policy guidance to their best ability and ensure their actions are safe, professional, and within library standards
 - iii. Report positive/negative policy observations to the Director
5. **CIRCULATION SERVICES:**
 - a. The Readlyn Community Library offers free access to its collections and services to all members of the community. All Bremer County residents and patrons from Open Access libraries in Iowa are eligible for a Readlyn Community Library card free of charge.
 1. Children under 13 must have a parental or guardian signature on the registration form.
 2. The Readlyn Community Library requires one form of identification with current address for all individuals 16 years and older.
 3. There is no minimum age for children to be issued a library card.

4. As a Readlyn Community Library patron, a person agrees to return all items checked out in his/her name. It is strongly recommended that a patron not allow another to use his/her account to check out materials. Responsibility for returns and fines/fees is with the cardholder.
- b. Privacy Statement: 22.7 (13) Confidential records:
 - i. The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information: The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.

6. LOAN PERIODS FOR SPECIFIC MEDIA AND FINES:

- a. Books, puzzles audio tapes and CD's are checked out for two weeks with a one-week grace period.
 - i. These items, except those on reserve, may be renewed in person, by phone, email or online.
 - ii. The fine is 5¢ a day per item to a maximum of \$5.00.
 - iii. Fines may be waived at the discretion of library staff.
- b. Magazines; one week check out.
- c. Videos are checked out for three days with one day grace period. One renewal is permitted.
 - i. There is no charge for DVD borrowing. If a DVD is not returned or renewed within the grace period, a fine of \$5.00 will be placed on the cardholder's account. If a DVD is lost or misplaced, the charge to replace is \$25.00
 - ii. The fine is \$1.00 per day for each overdue video to a maximum of \$10.00.
 - iii. Patrons are limited to five DVDs per library account.

NOTE: Loans may be extended by discretion of the library staff. Fine forgiveness is allowed for staff, trustees, and patrons at the discretion of the librarian.

7. INTERLIBRARY LOAN SERVICES:

- a. The Readlyn Community Library board understands the necessity of cooperation with other networks to provide the materials needed by our patrons. The library participates in the state funded program Access Plus for ILL, SILO (State of Iowa

Libraries Online), Brainfuse, Credo, and other Internet databases to expand our resources.

- b. Interlibrary Loan is a special service provided by libraries to share their materials with other libraries for a short period of time. Patrons need to be aware that ILL is a special courtesy by another library for the use of their materials.
 - i. A patron has the responsibility to pick up interlibrary loan items in a timely manner and to return them in good repair and on time.
 - 1. If a patron does not show this responsibility, they may lose this privilege.
 - 2. A failure to use charge may be assessed in the amount of \$5 for each item ordered, received, and never picked up.
- c. Requests are limited to three at one time.

8. REFERENCE SERVICE:

- a. In the hours during which trained library personnel staff the library, staff will be familiar enough with the collection, on-the-spot reference sources, and search techniques to provide basic reference services to patrons.
 - i. More in-depth reference questions will be referred to the Regional Reference Librarian or “Ask a Librarian”.
- b. Every effort will be made to meet the patron’s needs with promptness and accuracy.
 - i. All telephone reference calls will be handled in the same manner.