

## **CIRCULATION POLICY**

### **I. Registering for a Library Card**

A. Residents of the State of Iowa can obtain a library card at the Jefferson Public Library. The person must present a current Iowa photo ID or utility bill to verify current address, and a current telephone number to receive a card. Persons residing outside of the State of Iowa, but owning property in Greene County may also be issued a card when a current photo ID is presented. Cards are issued for a period of three years and must be renewed at the end of that time. For the first month, the patron will be issued a library card with a “temporary” status and will be allowed only two (2) items to be checked out at a time. The library director is given discretion to issue a library card under special circumstances.

B. School students are not required to show Iowa identification. Once the child reaches seventh grade or age thirteen, they are eligible for a card from the adult department and will be responsible for carrying their own card. Children must be three years of age to get a library card. A consent form must be signed by the parent or guardian. Children’s library cards may be kept on file in the children’s department.

C. A library card should be shown each time a person wants to check materials out. If the card is lost, there is a charge to replace it. Borrowers must pay all outstanding fines or fees owed before the library will renew their library card or replace a lost card.

D. The use of the library or its services may be denied for due cause such as destruction of library property, failure to return materials or pay fines, disturbance of other patrons, or any other objectionable conduct on the library premises. (See library conduct policy.)

E. The cost of an out-of-state borrower’s card is \$30.00 per year and cannot be pro-rated.

### **II. Loan Periods, Renewals and Loan Limits**

A. Items in the library collection may be checked out for varying lengths of time. Some items may be renewed and some items have a limit to the number of that type of item that may be checked out at any one time. Some items require a deposit and signed loan agreement to be checked out, for example items from the category “Library of Things”. This deposit will be refunded if the

item is returned undamaged by its due date. See chart for loan periods, deposits, renewals and loan limits. See separate loan agreement.

### **III. Fines and Overdue Items**

- A. All items not returned by the date they are due are subject to an overdue fine. See fines and fees chart.
- B. Items may be returned in the drive-thru book return on the west side of the Library building unless the label on the item clearly states the item must be returned inside the Library.
- B. A fine of \$1.00 or more must be paid in full before other items may be checked out.
- C. No fines are charged on days the library is closed. (holidays, Sundays, inclement weather)
- D. No fine will exceed the replacement cost of the item.
- E. Patrons that have items that are past due one week are sent an overdue notice. If the item is not returned by the next week, another notice is sent. After two notices, a telephone call is made to encourage the return of the items. At this time, the patron will be unable to check out additional items until their account is brought back into good standing by the return of the items and/or the payment of any overdue fines or replacement costs. After two months' time has elapsed, a letter is sent stating the law (Code of Iowa, Sec. 714.5) which concludes evidence of theft. At this time, the patron will be billed for the cost of replacing the item(s). If no reply is made, appropriate legal action is taken to compel the return of the items or the collection of replacement cost(s).
- F. A letter will be mailed to anyone having a fine of \$10.00 or more as a reminder of the balance due on their library account.

### **IV. Fees**

Fees are charged for various services offered at the library. See fines and fees chart.

### **V. Reserves**

Some items may be reserved if the item is checked out. See chart. Reserved items will be held for three days. If a person cannot be reached for two days to be notified that a book is available, that person's name will be dropped to the end of the reserve list.

### **VI. Interlibrary Loans**

If a registered borrower requests a book or other materials that is not in our library, we can

search available databases and request to borrow it for them from another library. There is no fee to borrow an item on interlibrary loan. A fee is charged if the item is not picked up and a daily overdue fine will be charged if the item is returned late.

## **VII. Open Access**

The Jefferson Public Library participates in the statewide Open Access program. Anyone can return an item they have checked out from any public library in Iowa and it will be returned free of charge using the statewide courier service. The patron is responsible for any late fees incurred from the borrowing library.

## **VIII. Virtual Collection and Digital Access**

Patrons who are eligible for a Jefferson Public Library card have access to a vast selection of digital resources. The Library subscribes to two (2) virtual libraries – Bridges (Libby) and hoopla. Items available on these platforms included downloadable electronic books, audiobooks, movies, magazines, music and more. Checkout limits, due dates and renewals may be different than those of the Library and are set by the administrators of these platforms. Access to these virtual collections is free with your library card. Access will be suspended until fines of \$1.00 or more are paid. Items from Bridges and hoopla may be downloaded to personal devices such as a tablet or cell phone. The Library does not provide these devices, however Library staff will assist patrons in downloading the free software and setting up patron accounts on personal devices.

## **IX. Confidentiality of Library Records**

The records of this library which pertain to information about its borrowers and their use of library materials shall remain confidential, as stated in the guidelines adopted by the American Library Association and the Code of Iowa.

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