

## CIRCULATION POLICY

### Library Cards

- I. The following people are eligible for library cards at the Hiawatha Public Library:
  - Persons residing within the city limits of Hiawatha, Cedar Rapids, or Marion.
  - Persons residing in cities that contract for library service through the Metro Library Network. Eligibility for these residents depends upon annual renewal of the contract with MLN.
  - Persons who own property in the city of Hiawatha but who reside outside the city limits.
  - Persons who reside in cities participating in the state Open Access program.
  - Residents of rural Linn County and residents of unincorporated cities without libraries in Linn County. Eligibility for free service for these residents depends upon annual renewal of the contract with the County supervisors.
- II. Library card privileges expire every three years with the exception of those governed by contracts. All persons applying for a card must complete a registration form in person or online.
- III. Card types:
  - Metro: For patrons with valid ID and proof of address
  - Metro-Lite: For patrons with valid ID and proof of address who want to limit themselves and avoid large fines.
  - Quick:
    - A. For patrons with ID but no proof of address
    - B. For patrons with no ID and no proof of address
    - C. For patrons with no physical address
    - D. For minors under the age of 14 without a legal guardian
    - E. For minors over the age of 14 without proof of address
    - F. PC card only-valid for print material and media.
- IV. Each person is held responsible for the material checked out on his or her card. Parents are held responsible for materials checked out to their children.
- V. The Hiawatha Public Library endorses the policy of confidentiality of library registration and circulation records. The Library Director is the lawful custodian of records and may open the record only upon receipt of a court order. (See Confidentiality of Library Records policy)

## Circulation of Materials

### I. Loan periods

All materials, except DVDs, magazines, and specially marked books, may be renewed twice unless there is an outstanding request for the material or if the borrower has fines or overdue materials in excess of \$20.00. (This needs updated to reflect new cards and fine limits.)  
Fiction DVDs and magazines may be renewed once.

#### A. 21 days

- most books
- nonfiction DVDs
- Books on CD
- Music CDs
- Children's Kits (book and CD)

#### B. 10 days

- magazines (current issue may not be checked out)

#### C. 7 days

- Fiction DVDs

#### D. 35 days

- Book Club Kits

II. 20 non-fiction and 20 fiction DVDs may be checked out at a time.

III. Maximum charges per Card:

<b>Metro</b>	<b>Metro-Lite</b>	<b>Quick</b>
Unlimited	10	3

IV. Maximum number of holds per Card:

<b>Metro</b>	<b>Metro-Lite</b>	<b>Quick</b>
50	25	5

V. Overdue materials

A. An item becomes overdue unless returned to the library by the date due.

B. An overdue notice will be sent to the patron when an item is overdue.

First notice—3 days

Second notice—5 days

Third notice—20 days

Final notice (bill for replacement costs)—30 days.

C. When an item is 30 days overdue, the cardholder will be billed for the replacement cost of the material. If the material is returned, the replacement cost will be changed to the appropriate fine amount.

D. Borrowers who have replacement fees for non-returned items totaling \$40.00 will be reported to Unique National Collections after 60 days. Borrowers who are reported to Unique National Collections will be charged a \$10.00 collection fee in addition to any fines owed.

- E. Patrons who have accounts in collection for 120 days for amounts over \$100 will be reported to the Credit Bureau.
  - F. Lost and damaged materials (See **Lost and damaged materials policy**)
- VI. Fines (daily fine per item for overdue materials).
- \$.25 adult materials, CDs, DVDs,
  - \$.20 children's materials
  - \$1.00 Interlibrary Loan
  - Maximum fine for adult material is \$7.00. Maximum fine for children's material is \$4.00

Borrowing privileges will be temporarily suspended when fines exceed:

<b>Metro</b>	<b>Metro-Lite</b>	<b>Quick</b>
\$20.00	\$10	\$5

The borrower assumes full responsibility for damage, loss, or theft of library materials. The library assumes no responsibility for damage to equipment used with audio-visual material borrowed from the library.

Adopted 2/13/18