

## **Circulation Policy**

### **Baxter Public Library**

#### **Borrowers**

1. All patrons must fill out a library card application, show a picture ID and proof of address.
2. All patrons in good standing may check out our library materials and use the computers.
3. The library director has the right to limit the number of books checked out by a patron depending on the responsibility they show in returning books.

#### **Circulation Periods**

1. Preschool through second grade patrons have a one-week checkout.
2. Third grade through adult patrons have a two-week checkout.
3. Materials may be put on hold if not available. Patron will be called when the item becomes available and must pick the item up within five days.
4. Materials may be renewed once if the item is not on hold for another patron.
5. Patrons may not check out new materials if they have more than two overdue items.

#### **Fees for lost or damaged books**

1. All lost items will be charged a \$20.00 fine.
2. Iowa law regarding overdue library materials states as follows: "The fact that a person fails to return library materials for two months after the date agreed to return them is evidence of intent to deprive the library of its property, provided a reasonable attempt has been made to reclaim the materials."
3. All damaged items will be charged a \$20.00 fine if the item cannot be put back in circulation.

#### **Interlibrary loan**

1. Patrons must fill out a request for the book, listing the name and author of the book.
2. There will be a \$1.00 fee for any interlibrary loan request filled.
3. Librarian on duty will inform patron that all books are not available through interlibrary loan, especially books less than one year old.
4. The request will be sent to other libraries listed as having the book.
5. Patron must return the book in a timely manner so it can be returned to the lending library on time.

#### **Confidential records from Code of Iowa 13**

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 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.

Date 05/04/2011

Date 10/13/2014

Date 03/01/2018

Signature           Renee Hammer

Board President

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