

CIRCULATION POLICY

Boyden Public Library

To check out materials from the Boyden Public Library, the patron must have a current Boyden Public Library card in good standing. Borrowers agree to accept full financial responsibility for materials for the duration of the checkout period, including failure to return the materials and any damage incurred through abuse or misuse.

Library cards are issued to individuals and are not transferrable. Patrons are encouraged to bring their cards to the library for the most efficient service. Library staff may ask to see some identification before checkout to a person who has forgotten his/her library card.

Patrons are responsible for notifying the library of any change of home address, email address, or phone number.

HOW LIBRARY CARDS ARE ISSUED:

- A. All individuals applying for a card must complete a registration form and show identification with current name and address. Library card applications for children under 12 must be signed by a parent or legal guardian. Both child and guardian must be present. Parents must show proper ID before a child's card will be issued.
- B. All cards will be issued at the time the patron applies, assuming all of the above requirements are met.

LOAN PERIOD:

- A. Books and audio books may be checked out for 2 weeks
- B. Magazines – 1 week
- C. DVD's may be checked out for 2 days.

Items may be renewed twice as long as no reserves have been placed on them. The borrower assumes full responsibility for damage, loss, or theft of library materials and for violation of any copyright regulations. The library assumes no responsibility for damage to equipment used with audio-visual material borrowed from the library.

OVERDUE MATERIALS/FINES:

- Fines will be enforced when there are overdues of DVD's. We do not charge for overdues of other materials but do encourage the patrons to donate to our money jar.
- A courtesy phone call, written reminder, or email notice about overdue materials will be made after materials are 10 days past the due date, but the responsibility to return materials rests with the borrower. The amount of fine assessed is determined by the type of material checked out, not by the type of card an individual holds.
- Privileges for checking out DVD's and computer use will be suspended until an arrangement is made for paying the fines.

DAMAGED MATERIALS

-In order for as many people as possible to enjoy our collection, we will impose fees to replace unusable materials if they are damaged while checked out on your card. We understand that repeated, normal use could make an item unusable, and will do our best to determine whether damage is the result of normal use or avoidable damage. Replacement cost will be assessed in the following manner:

| | |
|-------------|--------------|
| Books | Retail price |
| Periodicals | \$5.00 |
| DVD's | Price paid |
| Audiobooks | Retail price |

INTER-LIBRARY LOAN (ILL)

With a limited budget and space constraints we are not able to purchase every item that a patron may request. Patrons in good standing may request an item through ILL. There is a limit of three interlibrary loan requests per borrower at one time. These items cannot be renewed. At the timing of this writing, we do not charge for ILL.

CONFIDENTIALITY OF LIBRARY RECORDS

Confidentiality is essential to protect the exercise of First and Fourth Amendment rights. In accordance with First and Fourth Amendments of the U.S. Constitution, the Code of Iowa 22.7, the Board of Trustees of the Boyden Public Library respects the privacy of users and recognizes its responsibility to protect their privacy.

-The library will not reveal the identities of individual users nor reveal the information sources or services they consult unless required by law. Confidentiality extends to information sought or received and materials consulted, borrowed or acquired. Confidentiality includes database search records, reference interviews, interlibrary loan records, computer use records, and all other personally identifiable uses of library materials, facilities or services.

- The library will hold confidential the names of card holders and their registration information and not provide access for private, public or commercial use.

-The lawful custodian of the records is the Director of the Library.

Reviewed: August 2018