

# **SPIRIT LAKE PUBLIC LIBRARY OPERATIONS**

## **CIRCULATION**

### Registration

1. All borrowers must be registered in order to check out materials.
2. Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form or the card itself: *I am responsible for all material borrowed with this card, choice of material borrowed with this card, notification of loss of card or change of address, not lending this card to others.*
3. Applicants under 13 (thirteen) years of age must have a parent or guardian's consent on the application form before a new card will be issued. The library has a policy of open borrowing privileges which allow anyone, regardless of age, to select from any part of the library collection. It must be the responsibility of those parents who wish to do so to monitor their own children's use of library material. The library cannot determine what is appropriate for patrons to read, listen to, or view.
4. Library cards expire after 400 days of inactivity.
5. If a library card is lost, the patron may choose to have the staff look them up manually or to have a new card issued. The cost of a replacement card is \$3.00.
6. Library service will not be denied or abridged because of disability, religious, racial, social, economic, sexual or political status.

## Loan Periods

1. Two weeks for print & audio materials, one week for video materials. Digital material's loan period as set by consortium.
2. Generally, reference books and newspapers do not circulate. Upon request, some reference materials may be checked out overnight.
3. Interlibrary loans are due the date indicated by the lender.
4. Current issues of periodicals do not circulate.
5. Non-current issues of periodicals circulate for 2 weeks.
6. Library director may establish the loan period for special collections, materials which are temporarily in great demand, such as student projects, or materials added to the collection which are in a new format.
7. Loan period for other libraries, agencies, or organizations is four weeks.
8. Patrons will receive a printed receipt with due dates for the materials checked out.
9. Spirit Lake Public Library is an open access participant, which entitles Spirit Lake library card holders to borrow materials at over 600 libraries in the state of Iowa.

## Renewals

1. Renewals must be made within 5 days of due date.
2. Items may be renewed if there is not a reserve.
3. Renewals will be accepted by telephone or computer.
4. Renewal of interlibrary loan material will depend upon the policy of the lending library.

## Reserves

1. Reserves may be placed by patrons either in person, over the phone, or on computer.
2. Patrons will be notified by mail, telephone, text message, or email when the materials are available.
3. There is no charge for placing a reserve.
4. Patrons have up to 3 (three) days to pick up the material. After three days, they will be moved down on the reserve list.

## Returns

1. A return slot is available outdoors on the west side of the building. You may also return items to the book cart beside the circulation desk.
2. Materials checked out from the Spirit Lake Public Library may be returned to any Iowa library who participates in open access.

## Fines and charges

1. There are no fines for overdue materials but patrons are encouraged to return their materials on time. (see overdue policy)
2. If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. Patrons may then keep the damaged materials.
3. If materials are lost, they must be paid for. If the materials are found and returned in the first 60 days after payment has been made, payment will be refunded.

Overdue materials – overdue materials are subject to the Overdue Policy.

Confidentiality (See confidentiality policy)

9/10/2007

12/6/2010

1/4/2016