

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. It is the responsibility of parents/guardians to monitor their 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 because of disability, religious, racial, social, economic, sexual or political status.

Loan Periods

1. Two weeks for print & audio materials, one week for electronic & video materials. Digital materials' 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. 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, or materials added to the collection which are in a new format.
7. Loan period for other libraries, agencies, or organizations is four weeks. (This does not apply to Interlibrary Loan items).

8. Patrons will receive an emailed or 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 once if there is not a reserve.
3. Renewal of interlibrary loan material will depend upon the policy of the lending library.

Reserves

1. Patrons will be notified by mail, telephone, text message, or email when the materials are available.
2. There is no charge for placing a reserve.
3. 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 twenty-four hours per day.
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 will be a \$10 service fee incurred at 60 days overdue (see overdue policy). Patrons are encouraged to return their materials on time.
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

10/4/2021