

SLPL - Circulation Policy

Revised: July 7, 2025

This policy supercedes all previous editions

Board Adopted: September 10, 2007

Borrowers

Residents of the City of Spirit Lake, rural Dickinson County, and area contracting cities are eligible for a full-service library card free of charge by presenting valid identification and proof of address.

- Children under the age of 13 are eligible for a library card with a parent or guardian's consent. Parents and guardians are responsible for any lost or damaged items on their children's cards.
- Accounts may be renewed every two years with proper address and contact information verification.
- Borrowers should bring their cards with them to the library to check out materials in order to guarantee the best service possible. Library staff can access accounts with proper identification but reserve the right to deny access if proper identification cannot be provided.
- Borrowers agree to be responsible for all materials checked out on their accounts and promptly report loss or theft of any card.

Loan Periods & Renewals

- Most library materials check out for two weeks and renew for two additional checkout periods for a total of six weeks. Items renew automatically unless there is an active reserve placed on the item or the maximum number of renewals has been reached.
- Members may borrow up to 100 items per library card.
- Book Club Kits check out for one six-week period with no renewals. Cardholders may check out two kits at one time.
- Iowa Collection materials do not check out except with special permission.

Reserves

- Cardholders may place up to 50 reserves on their accounts.
- Reserves will be held at the library for three days before being returned to circulation.
- Items with active reserves waiting cannot be renewed.
- Cardholders may suspend reserves to maintain their place in the queue, when they may not be ready to utilize the item.

Lost/Damaged

- Borrowers are responsible for replacement costs of lost or damaged items. Charges for lost materials will be waived when items are returned.
- Materials that are found and returned within 60 days of payment will be eligible for a refund.
- Materials that are returned damaged and no longer suitable for the collection may be charged a replacement cost. After payment, the cardholder may keep the material.
- Accounts with \$10 or more in SLPL fees will be blocked from checking out additional items until the issues are resolved.

Reciprocal Borrowing Agreements/Interlibrary Loan

- Iowa Open Access: Individuals living in Iowa, but outside Spirit Lake or Dickinson County may check out physical items by presenting valid identification and proof of address within the service area of the library funded by their property tax dollars. Interlibrary loan and remote access to digital materials is not available. Individuals visiting from outside Iowa may also be granted membership as Open Access.
- Organizational Access: Local organizations may apply for a designated account that has borrowing privileges applicable to their situation. Certain physical and/or digital collections may be restricted or limited in number.
- Interlibrary Loan: SLPL offers access to materials from libraries across the country via SILO, (State of Iowa Libraries Online) the state-sponsored network of libraries. Resident cardholders in good standing may request to borrow up to three titles per calendar month. Requests that can be fulfilled through the statewide delivery system (IAShares) will be free of charge. Items that must be requested from out of state or from an academic institution will be charged according to the fee schedule set by the board to cover the cost of postage. Due dates for interlibrary loan materials are set by the lending institution. Renewals can be requested but are at the discretion of the lending institution.

Member Type	Items Out	Expiration	Self Renewal	ILL?	Reserves Allowed	Digital Access
Member	100	2 years	Yes	Yes	50	Yes
Open Access	100	2 years	Yes	No	50	No
Organization	40	2 years	No	Yes	40	Yes
ILL	varies	2 years	Yes	N/A	N/A	No
<i>Flexshare</i>	<i>100</i>	<i>Home library</i>	<i>N/A</i>	<i>No</i>	<i>50</i>	<i>No</i>

	Check Out Period	Renewals	Days Overdue	Max Items Out	Grace Period	Reserve Shelf Days
Books, Magazines, Audiobooks, etc.	14 days	2	30	100	3 days	3
DVDs	14 days	2	30	10	3 days	3
Book Sets	42 days	0	10	2	3 days	3