

Circulation Policy

Purpose:

The circulation policy of the Manning Public Library exists to facilitate community access to the materials and information in the Library's collection.

Eligibility:

The Library will serve all residents of the community and surrounding area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age or sexual orientation.

The use of the Library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on the library premises.

The Manning Public Library participates in the Open Access program sponsored by the State Library of Iowa and will follow the rules pertaining to Open Access.

Registration:

All borrowers must be registered and have a valid local patron card to borrow library materials.

Patrons must fill out an application form to register for a library card. A photo ID with current address or a photo ID with one of the following forms of ID showing the current address is required:

Bank Statement with correct pre-printed name and address

Current utility bill showing name and address

Current rent receipt showing name and address

A parent or legal guardian must sign the library card application for anyone under the age of 16. A waiver of confidentiality in regard to fines and overdue materials is now part of the contract agreed to when the application is signed. This means that if overdue items and fees are not recovered, information regarding these items may be given to the parent or legal guardian. Family cards are permitted at the Manning Public Library. The card holder must write on the application the names of all family members that will be allowed to check out items on that card. The card holder will be responsible for all damages or loss of the books by listed family members. Out of town visitors under age 16 may use a local patron card with the permission in writing or by phone call of the card holder.

For the first checkout, the patron may check out one item for a period of two weeks. Upon return of that item, the patron is entitled to check out two more items for two weeks. After one month, if the patron proves to be in good standing with the library, up to three items per patron will be allowed for check out.

Circulation of Materials:

It is the responsibility of the patron to determine the suitability of the material for his or her own personal use. It is the responsibility of parents to determine the suitability of the materials selected by their children.

Materials cannot be checked out until a library card is issued.

Loan Periods:

Books, magazines, DVDs, and audios may be borrowed for a two week period and be renewed for an additional two week period up to two times or at the discretion of the librarian for a longer period. Renewals may be by phone or e-mail.

The patron, not the library, is responsible for any damage done to items while checked out.

Reserves and Interlibrary Loan:

Patrons may reserve library materials. The library will call or e-mail patrons as soon as any item they request comes in. The title will not be stated to anyone other than the library patron who places the reserve. If the patron is not available by phone a message will be left without naming titles.

When patrons want material that is not available with the Manning Public Library, we ask other agencies to provide it if the patron chooses. This process is called Inter-Library Loan or ILL. Materials borrowed through this process have a due date determined by the loaning library. Patrons from the Manning Public Library must respect this due date. It is crucial that materials borrowed through ILL must be returned in a timely manner. Habitual failure to do so may result in the individual or the Library losing ILL privileges. A damaged or lost book will be paid by the patron who requested the item and will be subject to the fees of the lending library. A service charge of \$1.25 will be charged for all ILL requests. This fee may be subject to change.

Overdue Materials:

Patrons are responsible for keeping track of the due date on the items they have checked out. In order to remind library user that they have outstanding overdue items three notices will be given. The first notice will be given verbally, by phone, after items are 60 days overdue. The second notice will be given in writing, by mail, two weeks following the phone call. After 6 months, a final written notice will be mailed to the patron requesting the replacement cost of the overdue items be paid. If this results in no action the matter is turned over to City Hall for collections.

Patrons will be charged the full replacement cost of all lost materials. Charges for damaged items will vary with the extent of the damage and the amount will be determined by the Director.

There are no set fines for overdue books, however donations are accepted. There is a \$2 per day fee for all overdue DVDs, as explained in the DVD Circulation Policy.

Borrowing privileges and the use of library services such as the use of the computers are suspended if library materials are not returned or charges paid after the second notice has been sent out. Restricted patrons are welcome to use the library facility in house.

Iowa Code 22.7 (13)

This code relates to confidential records. 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 known 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.

Iowa Code 714.5

This code relates to the theft of library materials. Overdue books can be prosecuted as theft under this law. Before taking any legal steps, the library must have made a reasonable attempt to notify the customer that the materials are overdue and that legal remedies may be taken. One notice to the customer must be by certified mail.

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