

Circulation Policy

Library Card Registration

Persons holding a current Hawkins Memorial Library card in good standing may check-out library materials and use the computers.

Library cards are issued upon completion of the registration form, if you have a photo identification and proof of current residential address at the time of application. A post office box is not a sufficient address. Mail may be used as proof of address if it has been postmarked within two weeks of the mailing date.

Anyone five years of age or older may obtain a library card valid for up to three years. All patrons under the age of eighteen are required to have the signature of a parent or guardian on the application form.

The person to whom the card was issued is responsible for all fees, fines, and materials checked out with that card. For a patron less than eighteen years of age, responsibility for the selection and return of materials, and any fines or charges accrued on the child's card, is held by the parent or guardian of the child.

Patrons are asked to present their library card in order to checkout library materials. If a card is lost or stolen the borrower must notify the library. Upon notification, no materials will be loaned on that card. Replacement cards may be obtained free of charge.

Materials

Circulating books and audio books are loaned for a period of two weeks and are renewable if the item is not reserved for another patron. Checkouts are unlimited on these items.

Circulating DVDs and magazines are loaned for a period of one week and are renewable if the item is not reserved for another patron. Checkouts may be limited to four DVDs at any one time per patron, and are unlimited on audio books and magazines.

Overdue Materials

Borrowers are responsible for returning materials by closing time on the due date. A date-due printout is given to borrowers each time items are checked out. As a courtesy, the library will notify patrons within a one-week period following the due date. They will be notified a second time after an additional two weeks has passed. Third notification will be given when the material(s) are more than thirty days overdue. Notifications may be done by telephone, email, text, letter, or personal conversation.

When library materials are more than forty-five days overdue, the patron will be sent a letter from the library director listing replacement costs and stating that the patron's name will be listed at a Library Board meeting for consideration in turning collection efforts over to the La Porte City Police Department. The Library Board will make a decision to turn collection over to the police based on total costs of the materials (minimum costs of \$50.00), fines, and the probability of their recovery. If there is no response within thirty days following the letter, the La Porte City Police Department may be asked to contact the patron requesting return of, or payment for the overdue item(s). If there is no response following that effort, the La Porte City Police Department will file charges according to section 714.5 of the Iowa State Code. A patron whose overdue materials require intervention from the police will have their checkout privileges revoked.

Fines

Fines will be charged for overdue library materials. Books, audio books, and magazines will accrue fines of \$0.25 per day, per item until the item(s) is returned and/or the purchase price of the item has been reached. DVDs will accrue fines at a rate of \$0.50 per day, per item until the item(s) is returned and/or the purchase price has been reached. A grace period of three days is built into the computer program accordingly.

The library director has the discretion to reduce or excuse fines if a valid reason such as illness or family bereavement is given, or if they feel such action is warranted. In some cases a message will be placed on the patron's record stating that no further reductions will be made in the future.

Restricted Usage

Checkout privileges will be suspended for any patron having a fine of \$5.00 or more. The Hawkins Memorial Library reserves the right to deny or limit checkout privileges to any patron who has abused those privileges by not returning materials, by consistently having overdue materials that require repeated notifications, or by returning materials damaged. Checkout privileges will be restored, per board approval as requested by the patron, after the situations are corrected. Habitual misuse of library services and materials may result in permanent restricted status.

Lost or Damaged Materials

Materials sixty days or more overdue will be considered lost. When library materials have been lost, the patron will pay the replacement cost. The replacement cost will be based on current market value. A \$2.00 processing fee will be added to each item requiring replacement.

The library staff will assess damaged items to determine circulation viability. Charges for damages will be assessed on an individual basis by the director.

Payments are considered final. No refunds will be given if the item is later found.

Holds

Holds are taken on titles which are owned or on order. Holds are made only at the specific request of a patron. The patron will be notified when the item is available. If the item is not claimed within three library days after notification, it will be given to the next patron on the reserve list or returned to general circulation.

Interlibrary Loan Policy (ILL)

If Hawkins Memorial Library does not have certain material requested by a patron, the librarians will be glad to request the sought after materials from SILO (State of Iowa Libraries Online).

Patrons will be limited to three items requested at one time. The total amount could be up to five items depending on the type of materials and usage intended. Ex: A school teacher could request up to five items when used for a class unit. There is no cap on the amount of items a person may request in the course of a fiscal year (July-June).

The circulation period is set by the lending library. Renewals are up to the discretion of the lending library. If a renewal is requested by a patron, we will seek an extension from the lending library, and then contact the patron with the answer.

Patrons will be contacted up to two times when an item is received at the library and contact dates will be noted on the patron record. They are contacted a first time upon receipt of the material, and a second time after an additional three days. If the item(s) is not picked up by the due date, the patron will be charged the full cost of the return postage.

Revised and Approved 11/12/2012

Revised and Approved 8/10/2015