

Hawkins Memorial Library

Circulation Policy

To checkout materials from the Hawkins Memorial Library, the patron must have a current Hawkins Memorial Library card in good standing.

Borrowers agree to accept full financial responsibility for materials for the duration of the checkout period, including failure to return the materials, and any damage incurred through abuse or misuse. By checking out an item, patrons agree that if the item is lost or stolen while checked out to them, the patron is responsible for the cost of its replacement.

Library cards may only be used by the person to whom they are issued. Failure to comply may result in loss of borrowing privileges.

Getting a Library Card

Library cards are issued immediately 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 30 days of the current date.

Anyone five years of age or older, and able to write their full name, is eligible for a library card according to the discretion of their parents or legal guardian. Parental signature is required for persons under age 12. Responsibility for a child's 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.

Older children not accompanied by a parent need to provide full name, address, phone number, and date of birth or have photo identification (like that issued at school or driver's permit/license) and address verification (mail recently sent to the child is acceptable.) Another way to verify the child's address is for us to send the library card to the child's address. If proof of address is not present at the time of application, checkout may be limited to two items until the child receives their physical library card in the mail.

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.

Borrowing Limits

Hawkins Memorial Library places limits on certain material types to ensure patrons get the maximum benefit of our collection. The limits below extend to all library users.

Circulating books and audiobooks 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 audiobooks and magazines.

Educational Loans

Items borrowed for use in an educational setting; a classroom, daycare or home-schooling situation, may be checked out for an extended period to meet the needs of a given project. A teacher or other education professional may request an extension at the time of checkout. Extensions are at the discretion of the Library Director, and may not be granted on high-demand materials. The individual borrowing the items is responsible for their return to the Library and any late fees that accrue.

Reserves

Patrons may place reserves or holds on items at the library, over the phone, or through our online catalog. Reserves can only be placed on items which are currently checked out or otherwise unavailable. Once an item becomes ready for a patron, the library will notify them by phone call, text, or email that the item is available for them to pick up. Patrons have 7 days to pick the item up or it will be moved on to the next patron waiting or returned to the shelf.

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.

Overdue Notification

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 listing replacement costs. 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. 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.

We encourage patrons to sign up for text or email notification about items being due so that they may receive ample warning before fines are assessed. In the event that emails are returned for delivery failure, we will attempt to contact the patron with other contact information provided.

Lost 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 \$5.00 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.

Damaged Materials

In order for as many people as possible to enjoy our collection, we will impose fees to replace unusable materials if they are damaged while checked out on your card. We understand that repeated, normal use could make an item unusable, and will do our best to determine whether

damage is the result of normal use or avoidable damage. Replacement costs will be assessed in the following manner:

Books, DVDs, and audiobooks – original price paid per item
Periodicals - \$5.00/each

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 a 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 week. If the item(s) is not picked up by the due date, the patron will be charged the full cost of the return postage.

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