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 is eligible for a library card. Parental signature is required for persons under age 12. Responsibility for a child's selection and return of materials, 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. Check-out period for library materials is calculated on calendar days. The limits below extend to all library users.

- Books and audiobooks: Two weeks checkout period with two week renewal.
- Magazines, DVDs, and STEM backpacks: One week checkout period with one week renewals.

Materials are automatically renewed two times. Additional renewals must be made in person, over the telephone, or on-line. Items may not be renewed if it is reserved for another person.

There is no limit to the number of materials that can be checked out, with the exception of new patrons.

Patrons may place reserves or holds on items at the library, over the phone, or online. Once an item is 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.

Interlibrary Loan Items – Checkout period is determined by the lending library.

New Card Holders Probationary Period

New card holders will have a three-month probationary period, with a limit of five items of any sort.

Fees and Charges

The American Library Association asserts that imposition of monetary library fines creates a barrier to the provision of library and information services. Seeing equitable service and barrier-free access to information and services as a core value, the Hawkins Memorial Library does not impose or collect fines for the late return of most library materials.

Interlibrary loan items: $.50 per day

There is no replacement fee charged for lost, stolen or damaged borrower's card. Cards reported lost will be suspended and identification will be necessary to renew borrowing privileges.

The borrower is responsible for lost or damaged material. Maximum fee is the replacement cost of the materials plus a $5.00 processing fee.

Suspended Privileges

Accounts with materials overdue will be frozen until all overdue items are renewed, returned, or purchased in the case of loss or damage.

After sixty days overdue items will be considered lost and the patron's account will be charged for the replacement cost plus processing fee of $5.00.

Extended Loan Periods

Materials that can be renewed can be checked out for an extended loan period approved at the circulation desk under certain circumstances such as vacations or special programs.

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.

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.

Patrons will be sent a letter listing replacement costs when items are sixty days overdue. 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 can 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. 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 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.

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 five items requested at one time. The total amount could be up to five items depending on the type of materials and usage intended

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 notified 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 if applicable.

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