

**MODALE PUBLIC LIBRARY  
CIRCULATION POLICY**

The Modale Public Library lends material from the circulating collection to all registered borrowers and those borrowers from other libraries participating in the State of Iowa's Open Access program. Patrons may borrow a maximum of 3 circulation materials at a time.

### **BECOMING A LIBRARY PATRON**

All borrowers must be a resident of Modale or the surrounding rural area. All borrowers must be registered by entering all information into the main computer. At that time, they will be assigned a patron number. A card will be issued upon request from the borrower but is not necessary to check out materials as long as the borrower is in the computer.

### **CIRCULATION PERIOD**

- Books and audiobooks are checked out for a period of 2 weeks
- DVD's are checked out for a period of 1 week
- Laptops, E-readers, Desktop computers, Legos, Games, Children activity books and materials can be checked out and used within the library. *Those materials cannot be removed from the library premises.*
- Desktop computers are checked out to use in hour increments. Children using the computer for non-school related activities are limited to 30 minutes. *Adults using computers for job search or job related business get precedent in the use of the computer.*

### **RENEWALS**

Materials may be renewed two times in person, over the telephone, or on-line unless the material is reserved for another person.

### **RESERVES**

In order to help ensure fair access, materials that are in high demand can be reserved. Patrons will be notified by telephone, text, or email when reserved materials become available. The patron must pick up reserved material with 3 days after notified of their availability. Failure to do so will result in the material being passed on to the next person on the reserve list.

### **OVERDUES**

A fine of \$.05 per item per day will be charged on overdue reading materials with a maximum amount accruing to \$5.00. A fine of \$1.00 per item per day will be charge on overdue DVD's. A first notice will be given one week after the material is due in person, by phone or by email. If the material is not returned within one week of the first notice a bill will be sent with the overdue charges. Patrons returning the material will be asked to pay any fines due unless librarian or library director exercises discretion.

### **DELINQUENT BORROWERS**

Borrowers who keep material for six months past the due date will be considered delinquent and defined by Code of Iowa (section 714.5 and 808.12). The library reserves the right to deny further service to delinquent borrowers until such time as a satisfactory settlement has been made.

### **LOST OR DAMAGED MATERIAL**

Patrons who have lost an items will be charged the replacement price. Should the lost material be found and returned with no damage, a refund will be made less the late fees and charges.

Charges for damage will vary with the extent of damage and could range in price up to the cost of replacement.

Damage to laptops, E-readers or computers due to patron negligence or abuse will result in loss of privilege for use. If the abuse or negligence results in damage, the cost of repair or replacement will be charged to the offending patron.

### **COPY POLICY**

Students who are running copies that are school related (homework and/or research paper) will receive 10 free copies per day. All other copies for students are \$0.10 per sheet. Copies for all other patrons will be at the posted rate of \$0.10 per sheet for black and white copies and \$0.15 per sheet for colored copies.

### **CONFIDENTIALITY**

As specified in the State Statute, records of any library supported by public funds indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library systems or to persons authorized by the individual to inspect such records. This public library adheres strictly to all sections of this statute regarding the protection of the confidentiality of its users.