

801: CIRCULATION and LIBRARY CARD POLICY

See also related policies: Collection Development (601) and Confidentiality (802).

See also Iowa Code: Chapter 613.16 (Parental Responsibility of Actions of Children) and Chapter 714.5 (Theft of Library Materials and Equipment).

801.0 The purpose of the Circulation Policy is to establish who may obtain a library card at the Iowa City Public Library, the privileges associated with different types of cards, and the conditions under which those privileges may be suspended. A valid library card provides library users with circulation services which may include, depending upon type of library card, borrowing materials and equipment, placing holds, or requesting interlibrary loan service, and allows in-house and remote electronic access to information resources. The Circulation Policy establishes fines and fees for overdue, lost or damaged materials, and other circulation services.

801.1 Library Cards

801.11 General Information: These policies apply to all types of cardholders:

- a) Individuals of all ages may apply for a library card with proper identification and proof of residence. (See Sections 801.12-801.17 for specific card categories.) Staff may allow two checked-out items (no equipment) if proof of residence is not shown at time of application; address verification must be shown before further use of the card is allowed.
- b) Cardholders are responsible for all materials checked out on the card and for payment of fines and fees assigned to the card.
- c) The Library Director may refuse or restrict a library card if a pattern of abuse is established.
- d) Cardholders are responsible for notifying the library promptly if a card is lost or stolen. (See Section 801.22 for cardholder liability.)
- e) Cardholders are limited to 75 checked-out items, except Institutional cards, which are limited to 100 checked-out items.
- f) Library cards expire regularly to confirm address and other contact information.
- g) Access to Library materials will not be restricted based on age except in the case of circulating equipment with replacement value over \$250, which will require parental permission for checkout to patrons under age 18.

801.12 Resident Cards: Resident cards are limited to residents and property owners of Iowa City and contract areas.

801.13 Reciprocal Cards: Service is provided to residents of areas with libraries participating in the Iowa State Library's Open Access program, in accordance with the statewide Open Access agreement. Some services are limited.

801.14 Temporary Cards: Temporary cards are issued to persons who will be living in our service area from one to six weeks, and to those living in temporary housing. Some services are limited.

801.15 Institutional Cards: Institutional cards are issued to institutions and businesses located in Iowa City, contract areas, and Johnson County communities with libraries participating in the Open Access program.

801.16 Special Cards: (See Section 801.25 and 801.26 for fines and fee information.)

- a) Borrowers who qualify for Resident Cards may apply for At Home service.
- b) Special cards are available for institutions with ICPL outreach collections and for Johnson County Jail inmates.
- c) Special cards are assigned to libraries participating in interlibrary loan.

801.17 Self-Registered Cards: Patrons who register online must present, in person and within two weeks of registering, proper identification and proof of address to obtain a library card with regular privileges (see 801.12-14). Self-registered cards allow for limited access to online resources but may not be used to borrow materials until a regular card is obtained.

801.18 Computer Use Only Cards: Issued to patrons who are unable to confirm a local address. Services are limited to internet computers and in-house use of equipment valued at less than \$100.

801.2 Fines and Fees

801.21 Late Return:

- a) Fines are assessed at 25 cents per day with the following exceptions:
 - No fines: Children's materials in the Bookmobile collection.
 - \$1.00 per day: Express DVDs
 - \$1.00 per day: Games (Giant Chess and Checkers)
 - \$1.00 per day: Equipment with a replacement cost under \$100.
 - \$5.00 per day: Equipment with a replacement cost of \$100 or more.
- b) Maximum fines are calculated as the daily fine times a maximum of 30 days overdue or \$10.00, whichever is less, except for equipment. Maximum fines for equipment:
 - \$10.00: Games (Giant Chess and Checkers)
 - \$10.00: Equipment with a replacement cost under \$100.
 - \$15.00: Equipment with a replacement cost of \$100 or more.
- c) Fines are charged for each calendar day the library is open starting the first day overdue. Materials returned to the library building after closing are considered returned the next day the library is open. Materials returned to the remote book drops after the posted pickup time are considered returned the next day the library is open.
- d) Fines may be waived in full or part by staff, on a case-by-case basis.

801.22 Lost or Damaged Materials

- a) The full replacement or repair cost for a lost or damaged item is charged to the borrower to whom the item was checked out at the time that it was lost or damaged.
- b) Borrowers are responsible for materials which were checked out on lost or stolen cards prior to notification to the library of the card's loss. A borrower's liability for such materials is limited to \$50.00.
- c) The replacement cost of the item includes its retail price plus a processing fee.
- d) Replacement or repair costs may be waived in full or part by the Community & Access Services Coordinator or Customer Services Assistant, on a case-by-case basis.

801.23 Suspension of Circulation and Remote Access Privileges

- a) Individual cards: Circulation and some remote access privileges are suspended for cardholders owing the library \$10.00 or more in fines or for materials not returned and billed.
- b) Institutional cards: Circulation and some remote access privileges are suspended for cardholders owing the library \$20.00 or more in fines or for materials not returned and billed.
- c) Interlibrary loan institutions: Service may be denied to those libraries which habitually are late in returning materials or fail to pay bills of \$25.00 or more for long overdue or lost materials.
- d) Expired cards: Circulation and other access privileges are suspended when a library card expires. An expired card may be renewed when a patron's address is verified.
- e) Special At Home cards: Access privileges are suspended for materials not returned and billed.

801.24 Holds (Reserves)

- a) Registered borrowers with no delinquency status may place up to ten free holds.
- b) Institutional cards may have up to fifteen free holds.
- c) Beyond the ten free hold limit, registered borrowers may place additional holds for a charge of \$.50 per item, payable in advance.

801.25 Charges for Interlibrary Loan:

- a) When it is necessary to borrow library materials through Interlibrary Loan from libraries which charge a fee for such services, these charges will be absorbed by the library, with the approval of the Adult Services Coordinator. Postage will be paid by Iowa City Public Library.
- b) Out-of-state libraries will be charged \$15.00 for the loan of audiovisual material.

801.26 Special Cards for Fines and Fees

- a) No fines are charged for late returns of materials from outreach collections, At Home patrons, or jail patrons.
- b) At Home patrons and the outreach sites are responsible for the replacement cost of lost materials.

- c) Restricted Cardholders are responsible for payment of fines and fees assigned to their card.

801.27 Card Replacement: Patrons may receive one free replacement card per year. The replacement charge for additional lost cards is \$1.00.

801.3 Retrieval of Overdue Materials

801.31 Notification: Notices are sent at regular intervals to cardholders with overdue library materials. The last notice is a bill for the replacement cost of the item.

801.32 Long Overdue Materials: Library accounts for which a bill has been sent may be submitted to a collection agency and/or to a local law enforcement agency for further action. An additional processing charge of \$10.00 will be added to each account sent to collections. (See also Code of Iowa, Chapter 714.5, Theft of Library materials and equipment.)

Adopted: 12/20/84	Revised: 2/21/91	Revised: 4/22/04
Revised: 2/28/85	Revised: 4/25/91	Revised: 6/23/05
Revised: 5/23/85	Revised: 7/11/91	Revised: 5/25/06
Revised: 7/25/85	Revised: 7/25/91	Revised: 12/20/07
Revised: 8/22/85	Revised: 4/28/92	Revised: 2/26/09
Revised: 11/21/85	Revised: 10/27/94	Revised: 2/25/10
Revised: 3/27/86	Revised: 3/30/95	Revised: 10/28/10
Revised: 9/25/86	Revised: 4/27/95	Revised: 8/23/12
Revised: 2/27/87	Revised: 2/22/96	Revised: 8/28/14
Revised: 4/28/88	Revised: 5/27/99	Revised: 12/15/16
Revised: 7/27/89	Revised: 5/23/02	
Revised: 7/1/90	Revised: 6/26/03	