

# LINDEN PUBLIC LIBRARY Circulation Policy



## Registration – Library Cards

1. Library Cards are issued immediately if the patron has a photo identification and gives current residential address at the time of application. A post office box is not a sufficient address.
2. Persons eligible for library cards must be a resident of Linden or unincorporated Dallas County. Also, persons living within the service area of an Iowa library, are approved for reciprocal borrowing through the Open Access Program.
3. Children who fit the residence requirements and are at least 5 years old are eligible for a library card at the discretion of their parents or legal guardians. A parental signature is required for persons under the age of 14. Responsibility for a child's selection and return of materials is held by the parent or guardian of the child.

## Materials

Circulating books and magazines are loaned for two weeks and may be renewed for another two weeks. After an item has been renewed once, it must be checked in and on the shelf for at least 3 days before it is available to the same patron or his or her assignee. There are no renewals for items on hold or reserved for another patron.

Circulating DVDs and CDs are loaned for two weeks and may be renewed for one more week.

Local newspapers are not to be checked out. They are to remain in the library for 3 months and then recycled.

Puzzles may be loaned for two weeks

Damaged or lost materials will be the responsibility of the borrower at repair/replacement cost.

Patrons may request that an item be held for them. The patron will be notified by phone when the item is available. If the item is not claimed within five library days after notification, it will be returned to general circulation.

## Interlibrary Loan Policy (ILL)

If the Linden Public 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). If not found on SILO, the materials will be requested from OCLC – First Search.

Patrons will be limited to three items requested at one time. The total amount could go up to five items depending on the type of materials and usage intended. For example: A school teacher could request up to five items when used for a class unit. When those items are returned by the patron, more items can be requested. There is no cap on the number of items a person may request in 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 email the lending library and request an extension: then contact the patron with the answer.

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## Audiovisual Loan Policy

The Motion Picture Association of America (MPAA) ratings for Audiovisual materials are guidelines to assist patrons in deciding which movies to watch. Parents are urged to learn about films they want their children to see by reading reviews and feature articles or speaking with those who have seen or heard of the movie. Library staff may also provide information on movies in the collection.

A limit of three DVDs and CDs may be borrowed at one time. All media may be put in the outside drop box when the library is closed.

Borrowers may not charge any fees in connection with the use of any audiovisual materials. DVDs are copyrighted materials and illegal duplication is prohibited by Federal law.

The library's adopted circulation policy is consistent with the principles of the right to privacy and the Code of Iowa 22.7 (13) Confidential Records. To find the full text of the code visit our website at:

<https://www.statelibraryofiowa.org/ld/a-b/accr-and-standards/accredsupp/iowaconfidentialitycode>

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