



Glenwood Public Library Policy

Circulation Policy

2020.07.01

July 1, 2020

Approved by Glenwood Public Library Board of Trustees

Library Director Signature

Staff Signatures

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PURPOSE:

The Glenwood Public Library sets loan periods and loan limits in order to provide patrons with fair and reasonable access to the library's resources. GPL allows patrons to renew library materials as a courtesy to patrons who have not completed their use of an item. The library charges fines as an incentive for patrons to return materials in a timely manner so that other patrons can have access to the items, as well as to offset the cost of recovering and replacing lost and damaged library materials.

SCOPE:

Patrons may check out any items, without censorship, if they have a valid Glenwood Public Library card with fines less than \$20.00. This policy affects all the materials both in-library and out-of-library use materials that are available from the Glenwood Public Library.

POLICY:

Glenwood Public has set the following loan periods and limits. All periods were established using the American Library Association standards.

1. Borrowing Limits
 - a. 10 Books (Limit 2 New Books)
 - b. 5 Audiobooks
 - c. 2 Board Games
 - d. 2 Art Prints
 - e. 5 DVDs
 - f. 5 Magazines
 - g. 1 Story Bag
 - h. 1 Playaway Launchpad

2. Class/Large Group Visits from Schools
 - a. 2 Books
 - b. 2 Magazines

3. Subject Areas & Authors
 - a. Due to the nature of a small collection, only 3 items of the same subject or by the same author may be checked out at one time.

4. Length of Loan

- a. Books – 3 Weeks (2 Renewals)
- b. Audio-books – 3 Weeks (2 Renewals)
- c. Board Games – 2 Weeks (2 Renewals)
- d. DVDs – 1 Week (1 Renewals)
- e. Art Prints – 4 Weeks (2 Renewals)
- f. Magazines – 1 Week (0 Renewals)
- g. Laptop – 1 Hour (0 Renewals)
- h. Interlibrary Loan – 4 Weeks (0 Renewals)
- i. Story Bags – 2 Weeks (0 Renewals)
- j. Playaway Launchpads – 1 week (0 Renewals)
- k. Renewals are only allowed if there are no current holds placed on the item by another patron.

5. Overdues & Fines (Includes Holidays and Sundays)

- a. Library materials not received during open hours will be counted as received the following day. Drop boxes found outside the library for returning goods after hours.
- b. The Glenwood Public Library does not collect fines on: Books, audio-books, art prints, magazines, board games, DVDs and Playaway Launchpads. Once an item is 28 days overdue, the patron will be charged the replacement cost of the item as noted by policy. If the item is returned in good condition, all fees will be waived.
- c. Interlibrary Loan - fines are accessed by the lending library.

6. Interlibrary Loan

- a. Interlibrary loan is the process by which a library requests material from, or supplies material to, another library. Libraries recognize that the sharing of material between libraries is an integral element in the provision of library service and believe it to be in the public interest to encourage such an exchange. Glenwood Public Library cardholders may request an item on Interlibrary Loan by contacting the Adult Services Desk. There is a \$2.00 fee per item requested to help defray postage costs. This fee must be paid before the library will process the request.

7. Lost & Damaged Items

- a. Patrons will be charged for all damaged and lost library materials. Damaged materials remain the property of the Library even when paid for by the borrower. When paying for a lost or damaged item, fines will be waived.
 - i. Book: Cost of Item + \$5.00 Processing Fee
 - ii. Audio-Book: Cost of Item + \$10.00 for Case Replacement & Processing Fee
 - iii. Playaway Launchpads: Cost of Item
 - iv. Board Games: Cost of Item + \$5.00 Processing Fee
 - v. DVDs: Cost of Item + \$5.00 for Case Replacement & Processing Fee
 - vi. Art Prints: Cost of Item
 - vii. Magazines: \$5.00
 - viii. Interlibrary Loan: The loaning library will set the fee structure.
 - ix. Story Bag: Cost of Contents in the Item + \$15.00 Backpack Replacement & Processing Fee
 - x. The library will not be responsible for any implied damage to patrons' equipment by borrowing the library's media, such as audiobook CDs and DVDs

8. Replacement Fees

- a. If an item is not lost or damaged beyond repair, but is missing components, please use the following replacement value chart:
 - i. Barcode Replacement: \$2.00
 - ii. Book Plate: \$1.00
 - iii. DVD Case: \$2.00
 - iv. Audio-book Case: \$8.00
 - v. Audio-book Sleeve: \$1.00
 - vi. Hang up Bag for Children's Media: \$5.00
 - vii. Back Pack for Story Bags: \$15.00
 - viii. Recorded Books disc: \$7.50

9. Microfilm Fees

- a. If ordering microfilm not owned by the library, patron pays fees as lending institution directs, plus return postage. Microfilm reader/printers and microfiche readers are available for use in the Genealogy Room.

10. R-rated Movies

- a. As with all material available at the library, it is the parents' responsibility to monitor what their child is reading or viewing.
- b. Public libraries cannot restrict a user's access to library materials on the grounds that the content of the material is somehow objectionable or unsuitable.
- c. Rules and policies that restrict access to library materials because of their content create a presumption that the library is engaging in an unconstitutional prior restraint of constitutionally protected speech.
- d. Only a court of law can determine if a movie is obscene, or harmful to minors, not the Motion Picture Association of America (MPAA). Because the MPAA is a private organization and does not set public policy, the Glenwood Public Library will not censor the circulation of R-rated movies.

11. Returning Library Materials

- a. Patrons may return library materials to one of the outside drop-boxes located in the front and rear of the building, or bring inside to a public service desk.

12. Overdue Notices

- a. The library will make several attempts to contact patrons with overdue materials, using the following process:
 1. Stage 1 (3 days): Overdue notice by Phone/e-mail/text
 2. Stage 2 (7 days): Overdue notice by Phone/e-mail/text
 3. Stage 3 (21 days): Overdue notice by Phone/e-mail/text
 4. Stage 4 (28 days): Notice that replacement cost for material(s) is due unless item(s) are returned will be given by Phone/e-mail/text.
 5. Stage 5 (at library director discretion): Not returning library materials is a crime under section 714.5 of the Code of Iowa. If after an overdue item is not received the overdue items and/or payment for the overdue items, the library may work with police to retrieve the items.

13. Method of Payment

- a. The library can accept cash, personal check, or cashier's check for fines, fees, and overdue items. Payment plans may also be available by talking with the library director.

14. Renewing Items

- a. Items can be renewed in-person, over the telephone, through the on-line library circulation program or by sending an email to questions@glenwood.lib.ia.us.

15. Reserving Items

- a. A reserve, or “hold” can be placed on an item at the library, over the telephone, by sending an email to questions@glenwood.lib.ia.us, or by going to the library’s online catalog at <https://glenwood.biblionix.com/atoz/catalog/> Users will need their library barcode number and password to log on. The limit for holds on will be the same as the limits for borrowing limits listed above.

16. Paperback Exchange

- a. Paperback books can be exchanged one-for-one from the exchange rack. For statistical purposes, please bring paperbacks to the service desk before leaving.

17. Local History, Special Collections, and Reference Materials

- a. Materials that are deemed rare or in high demand may not be checked out from the library. However, they will be available for in-library use during regular business hours. These items will be available on a first-come, first-served basis.

18. Glenwood High School Annuals (Year Books)

- a. Due to the irreplaceable nature of the Glenwood Annuals, they are only available for in-library use. Patrons may only use the Annuals if they leave a valid Driver’s License or state issued ID at the Adult Services Desk. Identification will be returned when the Annual is returned, without harm, to the Adult Services Desk.