

North Liberty Community Library Operational Policy

Telephone number - 319/626-5701

Fax - 319/626-5722

E-mail - nlcl@north-liberty.lib.ia.us

Web page-www.northlibertylibrary.org

Library hours:

The Library will have stated hours posted.

The Library will be closed legal and city holidays.

The Library will adhere to the City's Bad Weather Policy for weather related closings.

Library Patrons:

The North Liberty Community Library is an Open Access Library.

Other Iowa library cardholders may borrow under the State Library's Open Access Program. Proper identification must be provided.

Registration:

Free library registration will be issued to residents of the City of North Liberty, rural Johnson County and **users** of all libraries involved in the Open Access Program. Library users living in incorporated towns without libraries within Johnson County will be charged an annual user fee of \$20 per individual. This fee may be reimbursed by the patron's city of residence upon presentation to the city clerk of a signed receipt from the NLCL. Registration will be done on an individual basis. Individual accounts issued to children under 13 years old will require parental permission. Picture identification and proof of residence will be required at time of registration. The library will collect contact information for library use only and patrons will be contacted by their preferred means (i.e. phone, cell phone, e-mail, etc.). A registration form will be filled out by the borrower or by the parent of the borrower if under 13 years of age and kept in the Library. Information will be reviewed and updated every three years. A person will be considered a conditional patron for three (3) months after registration. A patron may also revert to conditional patron status at the discretion of library administration if they continually have fines and overdues. Conditional patrons are limited to three pieces of library material checked out at a time. A photo will be taken of each new patron to accompany their record for identification purposes. Patrons with a valid photo ID may opt out of the photo by agreeing to show a photo ID each time they use Library services.

Circulation:

Periodicals:

- Current issues of adult magazines may not be checked out until the next issue arrives.
- Back issues may be checked out for three (3) weeks.

DVDs, Computer Software, Cake Pan Information:

- The above listed items may be checked out for one (1) week.
- Patrons may check out a maximum of five (5) DVDs at one time. Conditional patrons are still limited to three pieces of library material per checkout.

Books, Audiobooks and Compact Discs:

- The above listed items may be checked out for three (3) weeks

Renewals:

- Renewals may be done over the telephone, electronically or in person.
- Periodicals - Back issues may be renewed.
- DVDs, Compact Discs, Computer Software, Cake Pans-these materials may be renewed for one (1) week if there is no reserve on the item(s).
- Books, Audiobooks - These items may be renewed for three (3) weeks if there is no reserve on the items.
- Items on hold for another patron may not be renewed for more than three (3) days.

Reserve Material:

Library material may be reserved at the Circulation Desk, via telephone or electronically. Reserves must be picked up within three (3) days of receiving notice that material is available.

If the material is not picked up within the allotted time the next person with a hold on the item will be notified or if there is no other reserve on the item it will be made available for checkout.

Interlibrary Loan:

The North Liberty Community Library will abide by the interlibrary loan policies set forth by the State Library of Iowa and the East Central Library Service Area. For all items requested there is a \$2.00 charge per item that is to be paid when the item is picked up. School projects and certain other requests may be exempt.

Patrons will be notified by the NLCL and will have three (3) business days after notification to pick up the material.

If patrons do not pick up Interlibrary Loan material requested by the North Liberty Community Library within the allotted notification period, the material will be sent back to the lending institution. If the patron wishes to request the same material a second time, there will be a five dollar (\$5) shipping and handling fee charged for the second request. If patrons fail to pick up material requested more than once, Interlibrary Loan services may no longer be provided for that patron.

Overdue, Lost and Damaged Material:

- Patron will be notified by telephone or e-mail of overdue material.
- Overdue letters will be sent out quarterly.
- Patrons may be charged postage and handling of each notice up to \$5.00 in addition to the fine.

- Patron privileges will be restricted if they have a fine of \$2.50 or more or overdue material with accrued fines totaling \$2.50 or more.
- Patron privileges will not be restored until all material is returned and all fines of \$2.50 or more are paid.

After eight weeks, with no response to the fine notices listed above, fine amounts/replacement costs may be referred to the North Liberty Police Department, in accordance with sections 714.5 and 808.12 of the Iowa Code. Patrons whose names are referred to the NL Police Department will be charged a \$10.00 service fee in addition to the amount owed in fines/replacement costs and fines must then be paid in cash. All collected fines will be deposited in the city's general fund.

Fines accrue at the following rates:

Books, magazines and audio books

- \$.10 per item, per day.

DVDS, CDS, Computer Software and Cake Pans

- \$1.00 per item, per day.

Interlibrary loan materials

- Will be assessed at the rate charged by the lending institution

Library materials will not be checked out to patrons with a cumulative fine of \$2.50 or more. Borrowing privileges will be restored when the material has been returned and the fines paid. After eight weeks the materials will be assumed lost and the patron will be responsible for the replacement cost. If the fine amount exceeds the replacement cost, the patron may pay the cost of material rather than the fine amount.

Patrons are responsible for replacement cost for lost or damaged materials.

Fines/replacement costs may be paid in cash, check, or volunteer hours to the library, food donated to the North Liberty Food Pantry or items for special projects. A patron may donate one non-perishable food item for every dollar or part of a dollar owed the library to pay for a fine. Patrons may also opt to do volunteer work to pay the fine at the rate of the current minimum wage. Any fines remaining must be paid in cash.

If a check is returned for insufficient funds, that patron will be asked to pay only by cash or money order, and a \$5.00 handling fee will be added to the charges.

Parents or legal guardians will be held responsible for fines accrued by children under eighteen.

Copy Machine, Fax Machine, Internet, Computer:

The North Liberty Community Library has a copy machine, fax machine, Internet, wireless Internet, computers and a scanning station available for patron/public use. Fee rates are as follows:

Fax machine

- \$2.00 for the first page for local calls and \$1.00 for each additional page
- \$2.50 for the first page for long distance calls and \$1.50 for each additional page
- \$.50 per page for faxes received

Copy machine

- \$.10 per page
- double-sided copies count as one page

Computer

- \$.10 per page to print

Internet

- \$.10 per page to print

Internet:

The Internet is available to patrons on a first-come, first-served basis or by reserving time. Patrons wishing to use the Internet must read and agree to abide by the Internet Policy. Patrons may have up to 60 minutes of Internet usage one time per day. In addition to the Library's regular Internet Stations (see above) the Library has available stations with a 15 minute time limit for checking e-mail and downloading. Wireless Internet is also available.

Scanning Station:

The Library provides a scanner for patron use. Detailed instructions will be provided but the staff will not assist in the scanning. Scanning may be done onto a compact disc or a flash drive. There will be no printing available. There is no Internet access from this station.

CAREER STATION:

A dedicated computer station is available for career and job-related work. Patrons may reserve a two hour time slot to use this computer station.

Laptop Computers:

The library has laptop computers available for checkout at the circulation desk for in library use only. Users must be library patrons 18 years or older with a valid driver's license. The librarian at the circulation desk will hold the user's driver's license while the user has a laptop checked out for in library use. The librarian will also hold any backpacks, large purses or containers at the desk while the laptop is checked out to the user. Users will adhere to the Internet/Personal Computer Policy while using the laptop computer.

Study Room:

Patrons may reserve the study room or use as available. A copy of
The policy is available upon request.

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