

## **Circulation Policies**

### Obtaining a Library Card

Anyone five years of age or older may obtain a Library card valid for up to three years. All patrons under the age of eighteen without a valid Iowa driver's license need to have a parent, guardian or responsible party present to apply for a library card.

To apply for a Library card, applicants may request a registration form at the circulation desk. Applicants must provide proof of residence. Proof-of-residence can include but are not limited to: rental agreement, mortgage document, utility bill, or other bills/invoices. Applicants must also provide proof of identification. Acceptable types of ID can include but are not limited to: driver's license, school photo tag, work-issued ID tag, or passport.

The applicant must provide the Library with an alternate contact (email address, alternate phone number, etc.)

The person to whom the card is issued is responsible for all materials checked out on that card. Parents, guardians or responsible party are legally liable for library cards issues to patrons under eighteen years of age.

Any patron is subject to being placed on conditional status if the patron is habitually damaging or losing materials, returning materials late, or keeping materials longer than two months. The length of time a patron will remain on conditional status will be determined by Library staff.

### Loan Periods

Books, magazines, paperbacks, pamphlets, newspapers, CDs, and DVDs are circulated for a two week period with one renewal allowed. There are exceptions to these checkout periods. Patrons should see a Library staff member to be sure to know when items are due.

### Restricted Usage

Habitual misuse of library service and materials may result in permanent restricted status or permanent restricted access to services.

### Renewals

Books, periodicals, CDs, pamphlets, newspapers and DVDs may be renewed once. Popular items may not be renewed.

### Popular Items

Books that are in demand are loaned for a two week period and cannot be renewed. To reserve an item, patrons may simply request to be added to the Reserve List. Patrons will receive notification by telephone when the material is available. Materials are held for three days after notification.

### Overdue Notices

Borrowers are responsible for returning materials by closing time on the due date. A date-due printout is given to borrowers each time items are checked out. As a courtesy reminder, the Library will mail overdue notices to the borrower when an item is overdue.

### Audio & Video Services

The Library has the following audio-visual equipment for use in the Library: PC computers, typewriter, television with DVD player.

### Open Access

The Library participates in the statewide borrowing program Open Access. This is a multi-type library program that allows patrons to borrow materials in person at participating public, school, academic, and university libraries.

### Interlibrary Loan

Persons with valid Library cards may request that the Wall Lake Public Library borrow items from another library. Patrons are limited to having three (3) interlibrary loan materials checked out at any one time. There is a \$1.00 charge per item for the service, and additional charges may be assessed by lending libraries. Due dates on interlibrary loan materials are determined by the lending library.

### Lost/Damaged Material

One month after material is due, patron will be called or sent an overdue notice. No charge for material unless patron insists.

### Theft of Library Materials

Having a library card is a privilege. When you sign up for a library card, you are agreeing to comply with the library's Circulation Policies. Checking out library materials and not returning them is a crime. The Wall Lake Public Library will prosecute violators of the Circulation Policies to the extent allowed by law.

The following sections of the Code of Iowa relates to this topic:

*Revised January 2015; Reviewed April 2016; Reviewed February 2018; Revised February 2019; Reviewed March 2020*

## **Exhibit & Bulletin Board Policy**

Bulletin Boards and distribution of Materials: Space permitting, the Library will post announcements of the cultural activities of the community – those concerned with literature, art, music, drama, and related activities and the public announcements of general interest to the community.

Exhibits in the Library are seen by anyone who walks into the Library, both children and adults who may have various degrees of sophistication. The materials of the exhibits must therefore meet what is generally known as a “standard acceptable to the community.”

The use, by individuals or organizations, of the Library’s facilities for displays and/or exhibits, other than those that pertain to the Library, is not a right but a privilege, which is subject to review by the Library Director and/or Board of Trustees.

The Library director may grant the privilege of placing exhibits and displays in the Library, subject to these conditions:

1. No poster, display, exhibit, pamphlet, brochure, leaflet or booklet shall be exhibited, displayed or placed in the Library for distribution without permission from the Library director. All items will be dated when posted.
2. No outside organization or individual shall be permitted to display or exhibit any materials, leaflet, or posters which advocate the election or defeat of a candidate for public office or which advocates an affirmative or negative vote for or against a proposition, whether political or otherwise.
3. No organization or individual shall be permitted to place in the Library any box, receptacle, or canister which solicits donations, nor shall any poster or display be permitted which advocates or solicits consideration of any product or item sold by any commercial or charitable enterprise, unless the Library benefits directly from such sales. Posters announcing bazaars or programs sponsored by any local educational, religious, or fraternal organization may be displayed provided there is room for such displays and they are reasonable in size. Nothing may be posted that advocates one religion or belief over another.
4. The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the Library are done so at the owner’s risk.

5. Nothing may be posted or removed from exhibits or bulletin boards except by Library Director or authorized staff member. All notices posted in the Library become the property of the Library and may be removed or discarded at any time. The Library cannot accept responsibility for returning notices and posters to their owners.
6. The Library staff shall decide on the content and arrangement of all exhibits. Every item must meet the Library's standards of value and quality and the Library reserves the right to reject any part of an exhibit or to change the manner of the display. Permanent exhibits, gifts, or museum materials may be accepted, subject to approval of the Library Director and/or the Library Board.
7. Announcements of courses given by educational institutions or sponsored by recognized community groups might be accepted, but not those publicizing instruction of courses by individual teachers or private firms.
8. Exhibits are not to serve as political or religious forums, lost and found listings, business or sales contacts, a jobs directory or an exchange point for personal notes.
9. Persons are strictly forbidden to distribute advertising literature in the Library building, to circulate or post petitions, or to solicit funds for any purpose, other than those which will directly benefit the Library. The Library will not act as a distribution center for free materials that deal with controversial issues.
10. The Library is selective in making announcements available for quantity distribution. The Library Director must approve such materials.

Posting of notices and distribution of materials does not imply endorsement by the Library.

In all instances, the Library reserves the right to refuse any announcement it considers too commercial, in bad taste, or of doubtful value.

## **Safe Child Policy**

Children are always welcome in the Library. The staff and board care for the safety and well being of young patrons. While Library staff are always working to create a safe environment for all, it is necessary for parents and caregivers to do their part to insure that this is so.

**Children aged 7 or under must be accompanied by a caregiver at all times. A caregiver must be 12 years of age or older. The library staff cannot assume responsibility for the safety of young children.**

The physical make-up of the Library building makes it impossible to see all patrons at all times. This is especially true of small children who may suffer an injury or may leave the public areas if left unattended. Adults must keep small children with them at all times.

Staff should not be placed in the position of supervising children too young to be attended.

**Children aged 8 and over may be left unattended, at the discretion of a responsible adult. If the adult feels it is unsafe for the child to leave the building without adult supervision, the child should not be in the library unattended.**

Children aged 8 and over may be left alone for a period of time deemed necessary to research an assignment, complete a homework task, attend a library program, or for a period of time to select books and read in the Library. Children of all ages are expected to display appropriate behavior, conducive to maintaining a peaceful atmosphere in the building for all patrons. The child will be asked to leave the premises if proper behavior is not maintained. Children must know how to reach an adult in case of an emergency, and both child and adult should be aware of Library hours. At closing time, police will be notified to escort unattended children from the Library.

**Parents and caregivers, not library staff, are responsible for the actions and safety of children visiting the library.**

### **Cellular Phone and Pager Use Policy**

The Wall Lake Public Library is committed to providing an environment that is conducive to study, research and reading, yet welcoming to all users. Patrons are asked to be considerate of those around them. Upon entering the Library, patrons are encouraged to turn their cellular phone ringer or beeper volume on low or vibrate. Conversations should be conducted in an unobtrusive manner. If a patron needs to have an extended conversation, they are invited to use the Library's entryway just outside the main area of the library. Please be aware that the Library is not responsible for any belongings left unattended if a patron chooses to leave the Library to take or make a phone call.

Patron use of the library phone will be at the discretion of Library staff.

Patrons may report inappropriate cellular phone or pager use to Library staff at the circulation desk.

### **Food and Drink Policy**

Drinks with lids and snack foods will be allowed in the Library. Patrons are expected to clean up any trash associated with food or drink consumption. If trash remains after appropriate warnings from the staff, the patron may be considered to have created a public nuisance.

## **Concealed Weapons Policy**

Please refer to the city of Wall Lake ordinance for the concealed weapons policy.

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