**Circulation Policy**

(Approved April 2025)

**Library Patrons:** Individuals who are residents of Redfield, Dallas County, or areas with libraries that participate in Iowa’s Open Access program are eligible for a library card free of charge. Applications for library cards must be completed by the applicant or a parent/guardian. A parent/guardian must be present when a person aged 17 or younger applies for their first library card. The applicant or parent/guardian must present a valid photo ID or other proof of residence (i.e. current utility bill or bank statement with mailing address) at the time of application.

Bridges (Libby) registration can only be issued to residents of Redfield and rural Dallas County, per Bridges contract.

**Circulation Guidelines:**

\*DVDs can be checked out for 2 weeks and renewed twice, as long as another patron doesn’t have them on reserve and the account is in good standing. Limit of 5 DVDs per account.

\*Books can be checked out for 3 weeks and renewed twice, as long as another patron doesn’t have them on reserve and the account is in good standing. Check out limits for other materials will be determined at the discretion of the library director.

\*Materials labeled as **New** cannot be renewed. Materials will be categorized as **New** for 4 months.

\*A patron may have up to 30 items checked outs at any given time. The library director has the authority to determine the amount of materials checked out at one time based on the situation.

\*Reference materials must be used in the library and aren’t available for check out.

\*Book Club book sets or Interlibrary loan requests have a checkout time of 5 weeks.

\*Further renewals are at the discretion of the library director.

\***New patrons are limited to 3 items for their first checkout.**

**Patron Responsibilities:**

\*Patron’s will abide by the library’s policies

\*Library cards will contain a unique number known only by the patron, librarian, and the State of Iowa Library. The State of Iowa has deemed patron records to be confidential as cited in Chapter 22.7 of the Code of Iowa. The librarian is the custodian of records.

\*Materials will be checked out using the number assigned to the patron on their library card. No person may use someone else’s library account number unless the other patron has made arrangements with the library to do so.

\*Library patrons are responsible for all materials borrowed on their card. Parents/guardians are responsible for library materials checked out to a patron aged 17 years or younger. It’s the parent/guardian responsibility to monitor their child’s use of the library.

\*Patrons will need to keep their address, phone number, and email information current so that they will receive library notifications in a timely fashion.

\*Patron accounts will expire every 3 years and will reinstate once the patron confirms their contact information is still correct. Any outstanding fees must be paid and overdue materials returned before the account can be reinstated.

\*Any person without an ID or permanent address is eligible for a temporary library card with limited access to resources. Applicants in this category must have a valid email or phone number for contact purposes. The temporary cards are valid for three months before renewal.

**Reserving Materials:**

\*Reserves can be made on circulating materials on a first come, first serve basis.

\*Reserves can only be made by patrons with accounts in good standing.

\*Reserved materials are held for 5 days after notification. After 5 days, the materials will go to the next person in line or back into circulation.

**Overdue Materials:**

\*As a courtesy, the library will notify patrons of overdue materials.

\*Once materials are 4 weeks overdue, an invoice will be sent to the patron asking for the material’s return and stating the replacement cost and service charge or lost materials.

\*Patrons with overdue materials will not be allowed to check out additional materials until the overdue items are returned or replaced. Patrons with overdue materials won’t check out materials on another library patron’s card.

**Lost or Damaged Materials:**

**\***Circulation and digital access privileges will be suspended when a patron owes $20.00 or more for lost or damaged items.

\*If the library materials are returned in a damaged condition and the extent of the damage makes it unsuitable for circulation, the patron will be responsible for the cost to replace that item.

\*Lost materials or damaged materials replacement or repair cost will be paid for by the patron and the cost amount will be determined by the librarian.

\*Replacement items, provided by the patron to replace lost or damaged items, will only be accepted at the library director’s discretion.

\*Parents/guardians of minor children are responsible for their assessed library fees owed.