

Circulation Policy

The Circulation Policy sets policy regarding borrower's card eligibility and loan of library materials. Circulation procedures detail how these policies are implemented.

REGISTRATION – LIBRARY CARDS

Library cards are issued immediately if you have a photo identification with proof of current residential address at the time of application. A post office box is not a sufficient address. A piece of mail may be used as proof of address if the photo identification does not have a current address and if the mail has been postmarked within two weeks of the current date.

Persons eligible for library cards must be a resident of Paullina or O'Brien County. Persons living within the service area of an Iowa library, approved for reciprocal borrowing through the Open Access Program, are also eligible for a library card.

Children who fit the residence requirements and are at least 5 years old or entering kindergarten are eligible for a library card. Parental signature is required for persons under age 18. Responsibility for a child's selection and return of materials, and any fines or charges accrued on the child's card, is held by the parent or guardian of the child.

If a person forgets his or her library card, and the library staff does not know the patron, it is possible to borrow materials with a photo identification. Borrowers are encouraged to present their library card when borrowing materials.

MATERIALS

Books, audio books and magazines are loaned for a period of two weeks and have a one week grace period where fines do not accumulate. Materials may be renewed for an additional two weeks if it is not on reserve.

DVDs are loaned for a period of two weeks and have a two day grace period where fines do not accumulate. DVDs may be renewed for an additional two weeks if the items are not on reserve. The library assumes no responsibility for damage caused to a borrower's DVD player by a library DVD. The patron is responsible for compliance with all applicable restrictions of the copyright law.

FINES:

A fine of twenty-five cents (\$.25) per item for any materials per day will be assessed against any patron not returning materials by the date due. If materials are not returned within one week of the due date, the patron will be called or a notice sent by email or mail. This method of notice will be continued on a weekly basis for five weeks and a record of all notices shall be kept on file. Borrowing privileges may be suspended immediately following the first notification.

Fines for all materials will have a maximum of \$5.00/item and will also include the replacement cost of the item(s) if it has been damaged or lost.

RESERVES:

Patrons may request that an item be held on reserve if it is currently checked out. The patron will be notified when the item becomes available. If the item is not claimed within five library days after notification, their name will be taken off the reserve list and it will be given to the next patron on the list or returned to general circulation.

INTERLIBRARY LOAN

SILO (State of Iowa Libraries Online) Interlibrary Loan is open to any Iowa library with access to the Internet that is willing to abide by the provisions and protocols of the agreement. This agreement is signed annually. If the Paullina Public Library does not have the material requested by a patron in their collection, the library will request the materials through SILO.

There is no limit to the number of materials a person may request in the course of 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, the Paullina Public Library will contact the lending library and request an extension.

Patrons will be contacted up to three times when an item is received at the library and contact dates will be noted on the item. There will be no fees charged for Interlibrary Loans with the exception of requests made that are only available from a non-public Iowa library.

OPEN ACCESS

Open Access patrons may receive a Paullina Public Library card if their home library participates in the Iowa Open Access Program and if they have a library card from their home library. All rules and regulations of the Paullina Public Library apply to Open Access patrons.

BRIDGES: Iowa's eLibrary

The Paullina Public Library participates in BRIDGES: Iowa's eLibrary which offers eBooks, audiobooks, and videos available to download for free anytime, anywhere. Library card holders can check out and download digital media by visiting the Paullina Public Library website at www.sibley.lib.ia.us.

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