

Eldon Public Library  
Policy and Procedure

Circulation

**Getting a Library Card**

Any eligible adult will be issued a library card without fee, with valid identification, upon filling out an application form. This identification must show name and current address. Driver's license, unopened mail, voter's registration or pre-printed checks are some examples of what will be accepted. A phone number will also be required.

Children under age 18 will require a parent's signature. Parent's must show valid identification and be eligible for a library card. Parent's will be responsible for the child's selection and return of materials and any fines the child accrues.

All library cards will be good for 3 years.

All new patrons will be on a 3 month probation, limiting checkouts to 5 items per visit.

No inter-library loans during this probation period.

**Loan Periods**

Loan periods will be 21 days for all patrons for books, periodicals and audiobooks, with a limit of 5 items. There will be a 7 day loan period for dvds, with a limit of 5 dvds. There will be a 7 day loan period for any material that has a waiting list. Inter-library loans will be for 21 days.

Material will automatically renew for any account with no late fees, once, and a second renewal can be made by phone, online or in person at the library. Any other renewal request will depend on the wait list for each item.

**Overdue, Lost or Damaged Materials and Fees**

If items are not returned or renewed by the due date, overdue fees will start to accrue. Books and periodicals are 5 cents per day per item. DVD and audiobooks are \$1.00 per day per item. A maximum of \$5.00 per item. Library privileges, until overdue items are returned and fees are paid, are at the librarian's discretion.

After 14 days, an overdue notification will be sent in the form of a text, email or letter. A second and third notification will be sent at 21 and 28 days overdue. If the item(s) has not been returned in 60 days, a letter will be sent stating that it is considered theft to keep library materials past 60 days by the State of Iowa, and that the item should be returned or a replacement fee paid. Overdue fees will continue to accrue, up to \$5.00, until items are returned or renewed.

If an item is lost or damaged, the cost of the item that is listed in the system will be owed.

**We have the right to cancel all library privileges due to abuse of the policies and procedures.**

**Adopted 2012**

**Revised January 2016**

**Revised December 2016**

**Revised April 2019**