

CIRCULATION POLICY

Marion Public Library

I. THOSE ELIGIBLE FOR A LIBRARY CARD:

- A. Marion residents.
- B. Residents of Cedar Rapids and Hiawatha, other Linn County communities with public libraries and other Iowa communities with public libraries that participate in the State's Open Access program.
- C. Individuals whose city or county has contracted for service with our library.
- D. Individuals who own property in the City of Marion but reside outside the city limits.
- E. Business owners who rent property in the City of Marion.

Library cards are issued to individuals and are not transferable.

Cardholders and parents/guardians of minors are responsible for all items checked out on their cards.

Patrons are encouraged to bring their cards to the library for the most efficient service. Library staff may ask to see some identification before checkout to a person who has forgotten his/her library card.

Patrons are responsible for notifying the library of any change of home address, email address, or phone number.

II. HOW LIBRARY CARDS ARE ISSUED:

- A. All individuals applying for a card must complete an application and show identification with current name and address. Individuals must pay any fines or fees incurred previously at the Marion, Cedar Rapids or Hiawatha public libraries. Residents of other Iowa towns with public libraries that participate in Open Access must show proof of name and current address. Library card applications for children under 14 must be signed by a parent or legal guardian. Both must be present. Parent or legal guardian must show ID or valid Marion library card before a child's card will be issued.
- B. All cards will be issued at the time the patron applies, assuming all of the above requirements are met. Individuals without complete identification who are applying for a library card for the first time will be issued a temporary card and limited to checking out no more than six items. The temporary card will be good for 30 days, after which time they must present ID in order to check out additional materials.
- C. Patrons may apply for cards using an abbreviated online card application available at the website. Patrons completing this application form receive a temporary library identification number which is good for 28 days. Within 28 days, a patron with a temporary online identification number must come in person to the library, bringing appropriate identification, to receive a permanent library card.

III. LOAN PERIOD:

- A. Most books, audio books, music compact discs (CDs), non-fiction DVDs (limit 20) – three weeks
- B. Quick Picks and periodicals – ten days.
- C. Fiction DVDs (limit 20) – one week.
- D. Book Club Kits – five weeks.
- E. Laptop computers – see Laptop Loan policy L 1.1
- F. Study rooms -- see Study Room policy S 1.1
- G. Interlibrary loan material -- see Interlibrary Loan policy I 2.1
- H. Wifi Hotspots – three weeks

Items may be renewed twice if no reserves have been placed on them, with the exception of Quick Picks and Wifi Hotspots (which may not be renewed) and fiction DVDs (which may be renewed once).

The cardholder assumes full responsibility for damage, loss, or theft of library materials and for violation of any copyright regulations. The library assumes no responsibility for damage to equipment used with audio-visual material borrowed from the library.

IV. OVERDUE MATERIALS/FINES:

- A. Fines and fine limits: see policy on “Fines and replacement costs of lost or damaged materials” for current fines.
- B. Other libraries within the Metro Library Network may charge different fine amounts; fines are based on the owning library’s policy. The information in this policy document pertains to the Marion Public Library only.

A courtesy phone call, written reminder, or email notice about overdue materials will be made after materials are five, 10, and 20 days past the due date, but the responsibility to return materials rests with the borrower. The amount of fine assessed is determined by the type of material checked out, not by the type of card an individual holds.

Library privileges will be temporarily suspended when the fines owed the Marion, Cedar Rapids or Hiawatha public libraries reach \$20.00, including material currently overdue. Privileges are reinstated when materials are returned and fines are paid or reduced below \$20.00.

V. PAYMENT OF FINES:

- A. If found within two months, lost materials may be returned for a refund. The library will still charge the maximum fine. A receipt is required.
- B. Cardholders who have overdue materials and/or fines totaling \$40 or more will receive up to three notices. If there is no response, borrowers will be subject to action by Unique National Collections.

- C. Cardholders who are reported to Unique National Collections will be assessed a \$10.00 collection fee in addition to any replacement costs and/or fines. Unique's program will include up to three written notices and two phone calls. Once reported to Unique, patrons must pay their bills down to zero before library privileges are restored.

- D. The Code of Iowa Chapter 714.5 Library materials and equipment -- unpurchased merchandise -- evidence of intention, states, in part: "The fact that a person fails to return library materials for two months or more after the date the person agreed to return the library materials, or fails to return library equipment for one month or more after the date the person agreed to return the library equipment, is evidence of intent to deprive the owner. . ." The library shall comply with the provisions and procedures outlined in the Iowa Code and its supplements in assuring that materials borrowed from the Marion Public Library are returned to it.

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