

CIRCULATION POLICY

Marion Public Library

I. THOSE ELIGIBLE FOR A METRO OR METRO-LITE 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.

II. LIBRARY CARD OWNER RESPONSIBILITIES:

Card owners and caregivers 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 their library card.

Patrons are responsible for notifying the library of any change of home address, email address, phone number, and if their card is lost.

III. HOW LIBRARY CARDS ARE ISSUED:

The metro libraries offer three different types of library cards: Metro, Metro-Lite, and Quick. Each has distinct benefits and expectations; visit the library's website or ask a staff person for details. Library card applications for Metro and Metro Lite cards for children from birth through age 13 must be signed by a parent or legal guardian. Both child and guardian must be present. Without a current I.D., patrons can get a Quick Library Card that limits checkouts to no more than three items, limits holds to five, and limits fines to \$5. Quick Cards must be renewed after 12 checkouts.

Anyone from Marion, Cedar Rapids, Hiawatha, a contracting community, or from another Linn County community so long as that community has a public library that participates in Open Access, is eligible for a Metro or Metro-Lite card. No I.D. or proof of address is required for a Quick card.

III. LOAN PERIOD:

- A. Most books, audio books, music compact discs (CDs), non-fiction DVDs (limit 20), ELK bags – 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 – 10 days

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 card owner 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.

Checkout privileges will be temporarily suspended when the fines owed the Marion, Cedar Rapids or Hiawatha public libraries reach \$20.00, including material currently overdue. Checkout 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.
- 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. Cardholders who are reported to Unique National Collections will be assessed a \$10.00 non-negotiable 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 are required to pay the total amount owed which includes the \$10 referral fee. Patron circulation privileges are restored once fees are below \$20.

- C. 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, including the filing of a criminal complaint if necessary, to assure that materials borrowed from the Marion Public Library are returned to it.

Revised 5/14/18

S:\POLICIES\C 1.1 -- Circulation Policy.doc