

Scope of Policy			
<i>Scope:</i>	Use of library cards, loan periods and material recovery process	<i>Effective Date:</i>	Revised 5/9/2022

Provisions	
<b>I.</b>	<p><b>THOSE ELIGIBLE FOR A METRO OR METRO-LITE LIBRARY CARD:</b></p> <ul style="list-style-type: none"> <li>A. Marion residents.</li> <li>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.</li> <li>C. Individuals whose city or county has contracted for service with our library.</li> </ul>
<b>II.</b>	<p><b>LIBRARY CARD OWNER RESPONSIBILITIES:</b></p> <p>Card owners and caregivers of minors are responsible for all items checked out on their cards.</p> <p>Patrons are encouraged to bring their cards to the library for the most efficient service. Library staff may ask for verification or identification before checkout to a person who has forgotten their library card.</p> <p>Patrons are responsible for notifying the library of any change of home address, email address, phone number, and if their card is lost. 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.</p>
<b>III.</b>	<p><b>HOW LIBRARY CARDS ARE ISSUED:</b></p> <p>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 fees to \$5. Quick Cards must be renewed after 12 checkouts.</p> <p>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.</p>
<b>IV.</b>	<p><b>LOAN PERIOD:</b></p> <ul style="list-style-type: none"> <li>A. Most books, audio books, ELK bags – 3 weeks</li> <li>B. Quick Picks and periodicals – 10 days</li> <li>C. DVDs – 3 weeks</li> <li>D. Book Club Kits – 5 weeks</li> <li>E. Laptop computers – see Laptop Loan policy</li> <li>F. Study rooms – see Study Room policy</li> <li>G. Interlibrary loan material – see Interlibrary Loan policy</li> <li>H. Wi-Fi Hotspots – 10 days</li> </ul>

## I. Library of Things – 2 weeks

Items may be renewed twice if no reserves have been placed on them, with the exception of Quick Picks, Wi-Fi Hotspots, and Library of Things items (which may not be renewed).

## V. MATERIAL RECOVERY PROCESS:

Our Library holds Intellectual Freedom, Privacy, and Equity as our Guiding Principles. To ensure the free and open exchange of ideas and equitable access to all our citizens, the Marion Public Library does not charge overdue fines on library materials. The Board of Trustees empowers library staff to set clear procedures, send regular reminders, and create a sense of belonging and commitment with our patrons to ensure materials are used by our community and returned in a timely manner.

The library will charge patrons replacement costs for items not returned and a fee to cover the cost of processing (Refer to *Materials Fees and Replacement Costs Policy* for borrowing timelines). The library will charge fees as an economic disincentive to waste or to recover the cost of certain, targeted services. On occasion, the library will charge for extraordinary or specialized services to raise revenue that supports foundational services.

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. The responsibility to return materials rests with the borrower. The amount of fees assessed is determined by the type of material checked out, not by the type of card an individual holds. Items not returned within 30 days will result in replacement fees being charged to the patron's library card.

Checkout privileges will be temporarily suspended when the amount owed to the Marion, Cedar Rapids or Hiawatha public libraries reach \$20.00. Checkout privileges are reinstated when materials are returned or all replacement fees have been paid.

## VI. PAYMENT OF FEES:

- A. If you have paid for lost materials and then subsequently find the materials within two months, a refund may be granted.
- B. Cardholders who have recovery fees 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 fees. 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 all replacement fees have been paid.
- 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.