

Scope of Policy			
<i>Scope:</i>	Use of library cards, loan periods and material recovery process	<i>Effective Date:</i>	Revised 7/10/2023

Provisions			
I. Library Card Eligibility			
1. Those eligible for a Metro or Metro-Lite library card include:			
<ul style="list-style-type: none">• Marion residents.• 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.• Individuals whose city or county has contracted for service with our library.			
II. Library Card Owner Responsibilities			
1. Card owners and caregivers of minors are responsible for all items checked out on their cards.			
2. 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.			
3. 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.			
III. Library Card Types & Issuing Guidelines			
1. The Metro Library Network (MLN) offers three different types of library cards: Metro, Metro-Lite, and Quick. Each has distinct benefits and expectations; patrons can visit the library's website or ask a staff person for details.			
2. 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.			
3. 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 card usage with account fees of \$5 or more. Quick Cards must be renewed after 12 checkouts.			
4. 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.			

IV. Loan Periods

Material	Checkout Period	Renews	Checkout Limit	Holds
Audiobook	21 days	2 renewals	Unlimited	Limit of 50
Binge Boxes - DVD	7 days	2 renewals	20 items	Limit of 50
Blu-Rays	7 days	2 renewals	20 items	Limit of 50
Book Bags	21 days	2 renewals	Unlimited	Limit of 50
Book Club Kits	35 days	Not renewable	Unlimited	Limit of 50
Books	21 days	2 renewals	Unlimited	Limit of 50
Cake Pans	7 days	1 renewal	Unlimited	Not holdable
DVD - Fiction	7 days	2 renewals	20 items	Limit of 50
DVD - Non-Fiction	21 days	2 renewals	20 items	Limit of 50
DVD - TV Shows	7 days	2 renewals	20 items	Limit of 50
Games	7 days	1 renewal	Unlimited	Not holdable
Hotspot	10 days	Not renewable	1 item	Limit of 1
Interlibrary Loan	Varies	Varies	10 items	Limit of 10
Laptop	2 hours	Not renewable	1 item	Not holdable
LaunchPads	21 days	2 renewals	1 item	Limit of 50
Library of Things	14 days	2 renewals	1 item	Limit of 1
Magazines	21 days	2 renewals	Unlimited	Limit of 50
Misc Kits (STEAM, ELK, etc)	21 days	2 renewals	2 items	Limit of 2
Playaway Book Packs	21 days	2 renewals	Unlimited	Limit of 50
Playaways	21 days	2 renewals	Unlimited	Limit of 50
Puzzles	21 days	Not renewable	Unlimited	Not holdable
Quick Picks	10 days	Not renewable	5 items	Not holdable
ReadAlouds (Wonderbooks)	21 days	2 renewals	Unlimited	Limit of 50
Turntables	7 days	Not renewable	1 item	Not holdable
Video Games	7 days	Not renewable	3 items	Limit of 50
Vinyl	7 days	Not renewable	2 items	Not holdable

V. Material Recovery Process

1. 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.
2. 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.
3. 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.

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

VI. Payment of Fees

1. Patrons who pay for lost materials and then subsequently find the materials within two months may be granted a refund.
2. 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.
3. 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.