

# **Carnegie-Evans Public Library**

**203 Benton Ave.**

**Albia, Iowa 52531**

**<https://www.albia.lib.ia.us>**

**1(641)932-2469**

## **CIRCULATION POLICY**

In order to make materials available to all patrons on an equal basis, the Carnegie-Evans Public Library Board of Trustees has adopted the following policy for the circulation of library materials.

**Rights of Usage.** The Carnegie-Evans Public Library is open to the public. The library provides free WIFI access and public access computers. All members of the public that utilize the services provided by the library and/or enter onto the premises of the library are subject to the policies of the library. Any resident of Albia, Lovilia, Melrose or rural Monroe County may register for a library card. Pursuant to an Open Access Agreement, the library honors library card privileges of residents of other library jurisdictions in Iowa.

**Registration.** Eligible library patrons that request a library card will be required to provide proof of identity, address and contact information. Library cards issued will include a patron number and will expire in three years. Card numbers will be renewed upon patron request. It is the card holder's responsibility to provide updated contact information in the event of a change to the information provided. Minors of school attendance age may obtain a library card. Card holders may obtain a Guest Card allowing guests to check-out materials under their card number. Card holders take full responsibility for all fines, fees, lost or damaged material assigned to the card. Card holders agree to report lost or stolen cards immediately. Patrons will honor all participating and State Library of Iowa (SILO) reciprocal and interlibrary loan policies and procedures. Please see Circulation staff for program details.

**Suspension of Privileges.** Under authorization of the Library Director, library privileges may be cancelled for any patron if a pattern of abuse of privileges has been established.

## **Circulation Periods and Limits**

<b>Checkout Period</b>	<b>Material</b>	<b>Limit</b>
Two weeks	Fiction and Non-Fiction Print, C.D.'s, D.V.D.'s, Bridges Electronic Materials	25 print material limit 6 DVD/CD limit
On-site Use Only	Reference Books, Genealogy Materials, Magazines, Newspapers, Historic Books, Games, Puzzles	Handling may be limited

\*Exceptions may be made in the discretion of the Library Director with the exception of Bridges Electronic Material.

**Renewal.** Renewal is available for any Carnegie-Evans Library materials that have not been requested or reserved by another patron. Materials obtained through Interlibrary Loan may only be renewed if permission is granted from the loaning library.

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**Reservation.** Library card holders may place certain library material on hold. Eligible materials will be held no longer than one week.

**Book Drop Return.** Books may be returned to the Carnegie-Evans Public Library at any time to the outdoor book drop receptacle. DVD's should only be returned to the DVD receptacle.

**Overdue Materials.** Carnegie-Evans Public Library will contact patrons and request the return of library materials that are overdue. Carnegie-Evans Public Library does not issue fines for overdue material, however, donations are encouraged.

**Lost/Damaged Materials.** Patrons are responsible for the cost or in-kind replacement of lost or destroyed library material checked out with their patron number. Library material may be determined "lost" if it has not been returned after its due date, and within two weeks of an attempt to contact the patron and alert them to the overdue status of the material at the contact information provided. Failure to replace damaged or destroyed library material, repeated failure to observe due dates, or failure to return library materials may result in suspension of a card holder's ability to check-out material. Library card use may be suspended if patron has unpaid fees and/or fines exceeding twenty dollars (\$20.00). Library card use may be suspended if a patron has material that is overdue for a period exceeding one month from the due date. Library card use may be suspended if a patron does not have updated contact information. Library card use may be suspended if library material is damaged or lost without compensation. The library will not issue refunds for lost material that is later found.

**Interlibrary Loan Materials.** If materials are not available in our collection, library staff will make an interlibrary loan request from SILO (State of Iowa Libraries Online). This service is provided under the Open Access program at no charge. Most libraries can utilize IaShares delivery and do not incur a charge. Certain libraries must ship materials through the USPS and thus a charge of up to \$3.00 will be incurred to return the materials. Patron will reimburse the library for the cost of said postage (not to exceed \$3.00).

**Homebound and Curbside Library Service.** Albia residents that are currently homebound due to temporary or permanent disability may apply for book delivery. Book Delivery is granted on a case-by-case basis, taking into account circumstances of the patron, availability of librarian to make deliveries and distance of requested delivery. Patrons that have difficulty accessing the facility may request curbside service.

**The Carnegie-Evans Public Library alerts patrons and the public to the following applicable Albia Ordinance and Iowa Code Sections:**

### **Albia Ordinance §115.11**

*Injury to Books or Property. It shall be unlawful for a person willfully, maliciously, or wantonly to tear, deface, mutilate, injure or destroy, in whole or in part, any newspaper periodical, book, map, pamphlet, chart, picture, or other property belonging to the library or reading room.*

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***Iowa Code § 714.5 (2021).***

***714.5 Library materials and equipment — unpurchased merchandise — evidence of intention.***

*1. The fact that a person has concealed library materials or equipment as defined in section 702.22 or unpurchased property of a store or other mercantile establishment, either on the premises or outside the premises, is material evidence of intent to deprive the owner, and the finding of library materials or equipment or unpurchased property concealed upon the person or among the belongings of the person, is material evidence of intent to deprive and, if the person conceals or causes to be concealed library materials or equipment or unpurchased property, upon the person or among the belongings of another, the finding of the concealed materials, equipment or property is also material evidence of intent to deprive on the part of the person concealing the library materials, equipment or goods. 2. 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, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment. Notices stating the provisions of this section and of section 808.12 with regard to library materials or equipment shall be posted in clear public view in all public libraries, in all libraries of educational, historical or charitable institutions, organizations or societies, in all museums and in all repositories of public records. 3. After the expiration of three days following the due date, the owner of borrowed library equipment may request the assistance of a dispute resolution center, mediation center or appropriate law enforcement agency in recovering the equipment from the borrower. 4. The owner of library equipment may require deposits by borrowers and in the case of late returns the owner may impose graduated penalties of up to twenty-five percent of the value of the equipment, based upon the lateness of the return. 5. In the case of lost library materials or equipment, arrangements may be made to make a monetary settlement.*

***Iowa Code §808.12 (2021).***

***808.12 Detention and search in theft of library materials and shoplifting.***

*1. Persons concealing property as set forth in section 711.3B or 714.5, may be detained and searched by a peace officer, person employed in a facility containing library materials, merchant, or merchant's employee, provided that the detention is for a reasonable length of time and that the search is conducted in a reasonable manner by a person of the same sex and according to subsection 2 of this section. 2. No search of the person under this section shall be conducted by any person other than someone acting under the direction of a peace officer except where permission of the one to be searched has first been obtained. 3. The detention or search under this section by a peace officer, person employed in a facility containing library materials, merchant, or merchant's employee does not render the person liable, in a criminal or civil action, for false arrest or false imprisonment provided the person conducting the search or detention had reasonable grounds to believe the person detained or searched had concealed or was attempting to conceal property as set forth in section 711.3B or 714.5.*

***Iowa Code §22.7(13) 2022.***

*13. The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The*

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*records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.*