

Circulation Policy

1. Library Cards

- a. Persons holding a current Volga Public Library card in good standing, may check-out library materials, use the computers, participate in BRIDGES and other materials and e-resources provided by the Library.
- b. Children are eligible for a Volga Public Library card. A parent or guardian must sign the registration card for children from birth through age seventeen (17).
 - i. Children visiting from out of town may obtain a library card with the signature of the adult with whom the child is staying.
 - ii. Children who are accompanied to the library for regular visits by someone other than a parent or guardian may obtain a library card with the signature of that adult.

**In each case the adult other than a parent or guardian must be willing to take responsibility for the child's computer usage and the materials checked-out on the child's card.*

- c. Valid proof of identification is required for a library card after the age of seventeen (17). Valid proof of identification is considered to be an officially issued ID such as a driver's license, credit card, school ID, etc.
- d. Replacement cards may be obtained free of charge.
- e. Borrowers are responsible for any item checked out on their card. If a card is lost or stolen, the borrower must notify the library. Upon such notification, no materials will be loaned on that card.

2. Reserves

- a. Reserves are taken on titles which are owned by the library or on order. Reserves are made only at the specific request of a patron.
- b. Patrons will be notified by phone or e-mail that the material is available.
- c. Items on reserve will be kept for pick-up at the library for four (4) working days which would be one (1) week after patron is notified.

3. Outreach Services

- a. The Volga Public Library will provide, upon request, delivery of materials to homebound persons.

4. Access Plus and Open Access Programs

- a. The Volga Public Library participates in the Access Plus and Open Access programs sponsored by the State Library of Iowa. Items borrowed through this program will be held for four (4) working days which would be one week (1) for patron pick up.

5. Equipment – The following equipment is for patron use at no charge:

- a. Television and DVD player for use by organizations or individuals meeting at the library.
- b. Computers including lap-tops and tablets

6. **Charges** – There is a charge for the following:
 1. Photo copies – fifteen (\$.15) cents per copy, twenty-five (\$.25) cents for color
 2. Computer printing
 - a. black ink: fifteen (15) cents per side. (both sides - thirty (30) cents)
 - b. color ink: twenty-five (25) cents per side. (both sides – fifty (50) cents)
7. **Circulation Periods**

The size of our collection and demand for specific materials – for special class projects, seasonal items, etc., may require a limitation on the number of items checked out by any one person. The loaning of these materials will be left to the discretion of the Director.

 - a. DVDS – One (1) calendar week - seven (7) days
 - b. Books, periodicals, books on CD, puzzles, CD book kits, books on tape, etc. - Two (2) calendar weeks – fourteen (14) days
 - c. Items may be renewed once unless the item in question is on reserve for another patron or is more than two (2) months overdue.
8. **Overdue, Lost or Damaged Library Materials**
 - a. The Volga Public Library will pursue all legal avenues to retrieve library materials and property that are overdue, lost, stolen or damaged.
 - b. Patrons having overdue items may not check-out materials until the overdue items have all been returned and payment has been received for lost items. Lost items are considered to be those that the patron concedes cannot be located or have been checked-out for more than two (2) months.
 - c. When library materials have been lost the patron will pay the replacement cost. The Director will determine the amount of damage to be assessed in the case of damaged materials.
 - d. Payments are considered final. No refunds will be given if the item is later found.
9. **Withdrawal of Materials (Deselection Policy)**
 - a. Materials which are no longer useful in the light of the objectives of the Volga Public Library will be weeded from the collection according to accepted professional practices.
 - b. The Director shall dispose of weeded material in an appropriate manner.
 - c. Factors to be considered in the weeding process shall include:
 - i. Usage – based on the frequency of circulation
 - ii. Literary merit
 - iii. Accuracy of material
 - iv. Community interest and availability of other material on the subject
 - v. The physical condition of the material.
10. **Confidentiality of Records (Confidentiality of Library Records Policy)**
 - a. Materials will be checked out using library card numbers instead of names.
 - b. All records will be treated in accordance with Code of Iowa 22.7 (13) Confidential records.

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