

CIRCULATION POLICY
Clear Lake Public Library
(Reviewed and updated January 2015)

MISSION STATEMENT

The Clear Lake Public Library is a public service agency providing informational, educational, cultural and recreational services, primarily through communications media, to the residents of the City of Clear Lake and rural Cerro Gordo County. The library seeks to enhance knowledge, understanding, appreciation and wisdom in adults, youth and children, and to be a welcoming community center for all seeking personal and professional growth and development.

INTELLECTUAL FREEDOM

Individual patrons determine for themselves what library materials are appropriate for checkout or viewing. Parents or guardians are responsible for determining what their children borrow, view or use in the library.

CONFIDENTIALITY

The policy of the Clear Lake Public Library is not to reveal borrowing, reserve or fine records to any person other than the holder of the library card. All circulation records, identifying names of specific users with specific materials, and all library registration files identifying names and contact information are confidential. No records can be made available to any inquiries, government or otherwise, unless a warrant or subpoena has been served by a court of competent jurisdiction. Library staff will immediately contact the Library Director, who is custodian of library records, concerning court requests.

The library will release information to the parent or guardian or a minor child for the purpose of recovering overdue materials and settling accounts for lost, late or damaged material, and for other matters related to the recovery of materials or charges incurred by minor children for which a parent or guardian may be considered liable. However, information may not be provided to a parent or guardian who is merely attempting to determine what library materials a minor child is using.

BORROWER'S CARDS

Adult Cards

Library cards will be issued free of charge to residents of Clear Lake or rural Cerro Gordo County. Photo I.D. with proof of current address is required. Mail postmarked within the past thirty days may be used for address verification if there is not a current address on the photo I.D. Other recently dated materials such as utility bills and bank statements may also be used for address verification. Local patrons entering six grade and older will be issued adult cards. Minors may use their parent's/guardian's I.D. for address verification. The card holder is responsible for observing library rules and paying any charges (fines, replacement costs for damaged or lost materials, etc.) that may be incurred through use of the library card. If a card is lost or stolen, please notify the library promptly. Replacement cards may be obtained free of charge.

Youth Cards

Children are eligible for youth cards from birth through fifth grade. The I.D. of a parent or guardian will be used for address verification. A parent, grandparent or guardian must sign the registration card for a child. The signer of the youth registration card is responsible for any charges that may be incurred on that card.

Blocked Status

Persons holding a current Clear Lake Public Library card in good standing may check out library materials. Card holders owing more than five dollars in fines or other library fees may not check items out. Persons with long overdue items (three months or more overdue) are also blocked until such items are returned in good condition or replacement costs are paid.

Use of Library Cards

-Persons are encouraged to present their library cards when checking out materials. Persons may check out materials without their library card if they can provide identification.

-Persons who have another person's library card in their possession are assumed to have permission from the owner to use that card. Persons are not allowed to use multiple cards in an effort to exceed limits on quantities of specific material types

Non-Resident Cards

BEACON

The Clear Lake Public Library participates in the BEACON Library Consortium. Cards from other BEACON libraries will be honored by the Clear Lake Public Library. BEACON cardholders using Clear Lake Public Library resources and materials must observe the rules established by the Clear Lake Public Library.

State of Iowa Open Access

Iowa residents from communities not participating in the BEACON Consortium may apply for library cards under the State of Iowa Open Access Program. Open Access patrons using Clear Lake Public Library resources and materials must observe the rules established by the Clear Lake Public Library.

LOAN PERIODS AND FINES

Loan Periods & Limits

Most items loan for two weeks. Movies loan for four days and art prints for eight weeks. Most items may be renewed if not reserved by another patron. Movies and art prints may be renewed once; other items may be renewed up to two times. There is a loan limit of

four DVD movies, six music CDs and six audio books per card holder. There is a limit of two art prints and one puppet per card holder.

Non-circulating Items

Items cataloged as Reference or Local History may not be checked out. At the Library Director's discretion non-circulating materials may be loaned to researchers.

Fines

There are no fines on materials checked out to youth card holders (through fifth grade) except for videos. Books, audio materials and magazines overdue by thirty days accrue a \$1 fine. The fine on videos is \$1 per day per item. There is no grace period for videos. Maximum fine per item is five dollars. The library charges replacement costs on all lost and damaged items.

OTHER CIRCULATION SERVICES

Interlibrary Loan

Clear Lake and rural Cerro Gordo County card holders may request materials on interlibrary loan. There is a monthly limit of four interlibrary loan requests per patron. For each interlibrary loan item received, the patron will be charged one dollar for postage costs. The borrower is responsible for paying any additional loan fees that the lending library may charge. BEACON Consortium card holders should request interlibrary loans through the public library in their home community.

Outreach Services

Local schools and other institutions may request deposit collection services. Outreach accounts may be established for educators and local institutions in need of such services.

Reserves

Card holders may place reserves on titles that are owned or on order.

Electronic Access

Persons are assigned a PIN number that will enable them to access their library account from their home computer. Most reserves and renewals may be done on-line. The library also provides card holders in good standing with access to a number of electronic resources including databases and downloadable resources.

Internet

The library's Internet computers are checked out to patrons for in-house use. Users need inform staff when they begin and finish using an internet computer.