

## **801: CIRCULATION and LIBRARY CARD POLICY**

See also related policies: Collection Development (601) and Confidentiality and Privacy (802).

See also Iowa Code: Chapter 613.16 (Parental Responsibility of Actions of Children) and Chapter 714.5 (Theft of Library Materials and Equipment).

801.0 The purpose of the Circulation Policy is to establish who may obtain a library card at the Iowa City Public Library, privileges associated with different types of cards, and conditions under which those privileges may be suspended. A valid library card provides library users with circulation services which may include, depending upon type of library card, borrowing materials and equipment, placing holds, or requesting interlibrary loan service, and allows inhouse and remote electronic access to information resources. The Circulation and Library Card Policy establishes charges for circulation services and replacement fees for lost or damaged materials.

801.1 Library Cards General Information: These policies apply to all types of cardholders:

- a. Individuals of all ages may apply for a library card with proper identification and proof of residence. (See Sections 801.12-801.19 for specific card categories.) Staff may allow two checked-out items (no equipment) if proof of residence is not shown at time of application; address verification must be shown before further use of the card is allowed.
- b. Cardholders are responsible for all materials checked out on the card and for payment of replacement fees assigned to the card, except as noted.
- c. The Library Director may refuse or restrict a library card if a pattern of abuse is established.
- d. Cardholders are responsible for notifying the library promptly if a card is lost or stolen. (See Section 801.22 for cardholder liability.)
- e. Library cards expire regularly to confirm address and other contact information.
- f. Access to Library materials will not be restricted based on age except in the case of circulating equipment with replacement value over \$250, which will require parental permission for checkout to patrons under age 18. Access to specific collections may be restricted for the Student AIM cards based on the Memorandum of Agreement with the participating school districts and public libraries.
- g. Cardholders are limited to one library card account with the exception of students who are issued Student AIM Cards. Privileges for use are set according to the library card presented for checkout and services. With the permission of their parent/guardian, students with Student AIM cards may also apply for a Resident or Open Access card.

801.12 Resident Cards: Resident cards are issued to residents and property owners of Iowa City and contract areas. Cardholders are limited to 75 checked-out items.

801.13 Open Access: Open Access cards are issued to residents of areas with libraries participating in the State Library of Iowa's Open Access program, in accordance with the statewide Open Access agreement. Some services are limited.

801.14 Temporary Cards: Temporary cards are issued to persons who will be living in our service area from one to eight weeks, and to those living in temporary housing. Some services are limited.

801.15 Institutional Cards: Institutional cards are issued to institutions and businesses located in Iowa City, contract areas, and Johnson County communities with libraries participating in the Open Access program. Institutional cards are limited to 100 checked-out items.

801.16 Special Cards: (See Section 801.25 and 801.26 for replacement fee information.)

a. Borrowers who qualify for Resident Cards may apply for At Home service and will be assigned an At Home card.

b. Special cards are available for institutions with ICPL outreach collections.

c. Special cards are assigned to libraries participating in interlibrary loan.

d. Special cards are assigned to inmates at the Johnson County Jail who request services from the Library. Services may be limited to comply with an agreement for service with the Johnson County Sheriff's Office.

801.17 Self-Registration Cards: Patrons who apply online shall verify their registration with identification and proof of address to obtain a library card with regular privileges (see 801.12-14). Self-registered cards permit limited access to online resources and the physical collection as applicable to the service model in place at the Library and the landscape analysis of community health. Self-Registration access is regulated in context with the current Library service model available and the Library mission to provide robust access to materials.

801.18 Computer Use Only Cards: Issued to patrons who are unable to confirm a local address. Services are limited to internet computers and in-house use of equipment valued at less than \$100.

801.19 Student AIM Cards: Issued to all students grades K-12 enrolled in the Iowa City Community School District and other participating school districts. Services may be limited based on the Memorandum of Agreement with the participating school districts and public libraries. Student AIM (Access to Information and Materials) Cards have circulation limits based on the Memorandum of Agreement with the participating school districts and public libraries. The Student AIM Card will have limited borrowing privileges of physical materials at each of the

three (3) Public Library locations and will be limited to three (3) books and/or audio books at each, which must be returned before additional books will be allowed to be checked out.

## 801.2 Replacement Fees

### 801.21 Lost or Damaged Materials

- a. The full replacement or repair fee for a lost or damaged item is charged to the borrower to whom the item was checked out at the time that it was lost or damaged.
- b. Borrowers are responsible for materials which were checked out on lost or stolen cards prior to notification to the library of the card's loss. A borrower's liability for such materials is limited to \$50.00.
- c. The replacement fee of the item includes the Library's purchase price plus a processing fee. The Library uses vendors that offer processing and other related services to acquire materials, including replacements.
- d. Replacement or repair fees up to \$100 may be waived in full or part on a case-by-case basis by permanent staff. Higher amounts may be waived in full or part by the Community & Access Services Coordinator or Customer Services Assistant, on a case-by-case basis.
- e. Replacement or repair fees will not be charged for students using Student AIM Cards.

### 801.22 Suspension of Circulation and Remote Access Privileges

- a. Individual cards: Circulation and some remote access privileges are suspended for cardholders owing the library \$10.00 or more in fees or for materials not returned and billed.
- b. Institutional cards: Circulation and some remote access privileges are suspended for cardholders owing the library \$20.00 or more in fees for materials not returned and billed.
- c. Interlibrary loan institutions: Service may be denied to those libraries which habitually are late in returning materials or fail to pay bills of \$25.00 or more for lost or damaged materials.
- d. Expired cards: Circulation and other access privileges are suspended when a library card expires. An expired card may be renewed when a patron's address is verified.
- e. Special At Home cards: Access privileges are suspended for materials not returned that have been billed.
- f. Student AIM Cards: Access privileges are suspended based on the guidelines in the Memorandum of Agreement with the participating school districts and public libraries.

### 801.23 Charges for Holds (Reserves)

- a. Registered borrowers with no delinquency status may place up to twelve free holds.
- b. Institutional cards may have up to fifteen free holds.
- c. Beyond the twelve free hold limit, registered borrowers may place additional holds for a charge of \$.50 per item, payable in advance.

### 801.24 Charges for Interlibrary Loan

- a. When it is necessary to borrow library materials through Interlibrary Loan from libraries which charge a fee for such services, these charges will be absorbed by the library, with the approval of the Adult Services Coordinator. Postage will be paid by Iowa City Public Library.
- b. Out-of-state libraries will be charged \$15.00 for the loan of audiovisual material.

### 801.25 Replacement Fees for Special Cards:

- a. At Home patrons, Interlibrary Loan libraries, and the outreach sites are responsible for paying the replacement fee for the fee of lost or damaged materials.

801.26 Card Replacement: Patrons may receive one free replacement card per year. The replacement charge for additional lost cards is \$1.00.

801.27 Fresh Start 18: When a patron reaches their 18th birthday, the library may waive accumulated charges and replacement fees on a case-by-case basis.

### 801.3 Retrieval of Overdue Materials

801.31 Notification: Notices are sent at regular intervals to cardholders with overdue library materials. The last notice is a bill for the replacement fee of the item.

801.32 Long Overdue Materials: Library accounts for which a bill has been sent may be submitted to a local law enforcement agency for further action. (See also Code of Iowa, Chapter 714.5, Theft of Library materials and equipment.)

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