

Kirkendall Public Library

Ankeny, Iowa

The Mission of the Kirkendall Public Library

The Kirkendall Public Library enhances our community members' lives by:

- offering experiences to support and nourish the community's spirit, imagination and culture
- providing opportunities for personal growth and success
- contributing to the growth and development of our families and children
- supporting the economic vitality of our community

SUBJECT: CIRCULATION

BACKGROUND: A. A priority of the Kirkendall Library Staff and Kirkendall Library Board of Trustees is to offer convenient access to all programs and resources. Consistent with this, the Kirkendall Library offers several options for prospective patrons to gain library privileges.

B. Kirkendall Library is a participant in the State Library "Open Access" program.

POLICY: A. **Library Membership Options (Adults).**

1. **Ankeny Residents.** Any person living within the Ankeny City limits or owning property within the city limits, but not living within the city limits, is eligible for library card at no charge.

2. **Polk County Residents.** Any person living in an unincorporated area of Polk County is eligible for a library card at no charge.

3. **Non-Polk County Residents.** Non-Ankeny residents who live outside Polk County but within the State of Iowa are eligible for a library card through the "Open Access" program.

4. **Des Moines Area Community College and Faith**

Baptist Bible College Students. Full time students at these two institutions shall be eligible for a library card at no charge.

5. **Persons on Sex Offender's Register** – See the Library's Sex Offender Policy

B. Library Membership Options (Juveniles/Children).

Any applicant under the age of twelve (12) must have his/her application signed by a parent or guardian, who must be present at the time the card is issued, in order to obtain a library card.

C. Confidentiality of Records. Due to confidentiality regulations (Iowa Code, Section 22.7) the Kirkendall Public Library is not able to release any information relating to library registration, circulation, and reference resources used by patrons, whether electronic, on-line, or hard copy. Records are confidential, including records of minor children. It is the expectation of the Board that parents or guardians remain responsible for their children's library obligations and that the librarians do not act in loco parentis.

PROCEDURE:

A. Any adult applying for library privileges must present identification and proof of current address. Examples of such identification include; driver's license, student ID, voter registration card, or mail addressed to the individual with a current postmark. A driver's license and/or state issued photo ID will be required for the library card application.

B. Any applicant under the age of twelve (12) years of age must have his/her application signed by a parent or guardian, who must be present at the time the card is issued, in order to obtain a library card.

C. Cards are issued for three (3) years, there is no fee for renewal. If a library patron loses his/her library card he/she will be charged a \$1.00 replacement fee.

D. Circulation periods vary depending on the item. All materials may be renewed in person, by telephone, or online provided no one else has previously placed the item on hold. Items cannot be immediately re-checked out upon return after two renewals. Items must be available for other patrons for a minimum of 5 days.

1. **Books** check out for three (3) weeks and renewed twice if not on hold for another patron.

2. **Audio books and music CD's** check out for three (3) weeks and renewed twice if not on hold for another patron.

3. **Equipment** checks out for seven (7) days. The digital projector will be checked out for 3 days rather than 7 days. There is a \$3.00 per day overdue charge with a maximum of \$15.00. Patrons must be over 18 to check out equipment.

4. **Periodicals** check out for three (3) weeks and renewed twice if not on hold

5. **Videos/ DVDs** check out for seven (7) days. They may be renewed twice if not on hold for another patron. Express DVDs with multiple holds are checked out for three days.

6. **Interlibrary Loan (ILL)** materials check out for the period allowed by the lending library. There is a \$2.00 charge for each item checked out.

F. Patrons may have checked out up to 100 items at one time. AV is limited to 10 per type.

G. Patrons will be assessed the cost of replacement on all library materials that are either lost or damaged beyond repair. Items not returned within the prescribed time frame will be assessed a fine according to the following schedule:

<u>Material</u>	<u>Fine</u>
Books, audiobooks, music CD's	\$0.20 per day
Videos and DVD's	\$0.50 per day
AV equipment	\$3.00 per day

Adopted by Library Board of Trustees: July 18, 2000

Revised:

May, 25, 2006

May 15, 2008

September, 16, 2010

August 30, 2012

March 21, 2013

May 15, 2014

Myrna Brayton, Library Director

Date

Todd C. Beveridge, Board President

Date