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 a 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
6. User Group

   • Individual Library accounts may be linked to create a user group. A user group allows linked cardholders access to each other’s confidential account information. In addition, materials on hold for a group member may be checked out on any member’s card.

   • A cardholder may be a member of only one group.

   • A group will be limited to immediate family members (e.g. parent(s) and children under parent(s) custody).

   • Cardholders 12 years of age or older must sign a consent form to be added to or dropped from a user group.
• Cardholders under 12 years of age must be added to or dropped from a user group by a parent or guardian. A parent’s email may be added to facilitate communication when items are due or accruing fines and fees.

• Cardholders, except parents or guardians of members under 18 years of age, are not financially liable for another member.

• A group card is not issued, only a user group created. Individual cards are retained.

B. Library Membership Options (Juveniles/Children).
   1. 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.
   2. All juvenile/children accounts (ages 17 and younger) will have at least one parent’s contact information (i.e. name and address) listed as the financially responsible party.
   3. Parents/Legal Guardians can request a juvenile’s card be deactivated. The Library is not responsible for enforcing any restrictions which a parent or guardian may place on a minor’s use of in-house resources (e.g. computers, reference materials).

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 place of the parents.
   1. The library will release information to the parent or guardian of 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 material or charges incurred by minor children for which a parent or guardian may be considered liable. However, information will not be provided to the parent or guardian who is merely attempting to determine what library materials a minor child is using. (Parental Responsibility of Actions of Children – Iowa Code, Section 613.16)

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 immediate 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 DVD/Blu-ray and 10 music CDs.

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:

<table>
<thead>
<tr>
<th>Material</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, audiobooks, music CD’s</td>
<td>$0.20 per day</td>
</tr>
<tr>
<td>Videos and DVD’s</td>
<td>$0.50 per day</td>
</tr>
<tr>
<td>AV equipment</td>
<td>$3.00 per day</td>
</tr>
</tbody>
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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
November 20, 2014
October 15, 2015
October 19, 2017
October 18, 2017