

WAUKEE PUBLIC LIBRARY	BOARD
SECTION 3.3	ADOPTED 11/15
CIRCULATION POLICY	Revised 2/16, 11/17, 2/20, 5/22, 1/23, 6/23, 05/25

CIRCULATION POLICY

Failure to return library materials is considered theft under Iowa Code 714.5.

Library Material Circulation Periods

In general, library materials check out for a three-week loan period. Two three-week renewals are available if the item is not on hold for another patron.

Exceptions are as follows:

- 1) Local History materials (which are generally only used on the premises) may be loaned out under special circumstances and at the discretion of the Library Director or designee.
- 2) Mobile hotspots have a 10-day loan period with no renewal option.
- 3) Materials in the Hot Collection have a 10-day loan period with no renewal option.

Library Material Circulation Limitations

Individual patron accounts in good standing are restricted to 50 items.

Exceptions are as follows:

- 1) A maximum of ten (10) DVDs may be checked out on a library card.
- 2) A maximum of one (1) mobile hotspot may be checked out on one (1) Adult Waukee Resident Card per address.
- 3) A maximum of one (1) STEAM Kit may be checked out on a library card.
- 4) A maximum of (2) Playaway audiobooks may be checked out on a library card.
- 5) A maximum of two (2) items from the Hot Collection may be checked out on a library card.

Residency Restrictions

All Iowa residents are eligible to get a Waukee Public Library card and checkout library materials.

Library materials available only to Waukee residents include the following:

- 1) Adventure Passes
- 2) Mobile Hotspots
- 3) Libby e-books/e-audiobooks/e-magazines

Overdue Fines

The Waukee Public Library does not charge overdue fines on library materials.

Exceptions are as follows:

- 1) Hotspots will be charged \$2.00 per day overdue fine to a maximum of \$10.

All loaned items are expected to be returned to allow for other patrons to borrow. Borrowers will be notified of overdue items. Borrowers with unreturned overdue items will have borrowing privileges restricted until items are returned.

Lost, Damaged & Replacement Charges

If library materials are damaged beyond normal wear and tear as determined by library staff, the account holder will be held responsible and charged the replacement cost listed in the item record to replace the item. Items not returned within 120 days shall be considered lost and the library cardholder will be charged the replacement cost of the item listed in the item record. Once paid for, the unreturned item then belongs to the borrower. The library will not refund costs or return material back into its collection.

Interlibrary Loan (ILL)

Interlibrary Loan allows patrons to request print books or articles from other libraries in Iowa. Patrons must be a resident of Iowa and a Waukee library cardholder in good standing to place an ILL request with the Waukee Library. Books published within the last six months are not eligible for ILL. Patrons with Temporary library cards are prohibited from requesting ILL materials. Book requests are limited to 3 at a time, articles limited to 5 per week.

Lost or damaged ILL books are the responsibility of the patron, and a replacement cost will be charged to the patron per the lending library's policy.

Pursuit of Fines and Overdue Material

All overdue material or lost/damaged fines may be pursued by the library to the full extent of the law. Responsibility for returning overdue items and unpaid fine payments rests entirely with the library card holder.

Library Materials Usage

The Waukee Public Library does not restrict access to library materials based on the age of the borrower; such limitations are the responsibility of the parent or guardian.

The library is not responsible for any liability, damage, or expenses resulting from the use or misuse of library materials.

When using library materials, users must adhere to all local, state, and federal laws including, but not limited to, those concerning fraud, copyright, or obscenity.