WAUKEE PUBLIC LIBRARY	BOARD
SECTION 3.1	ADOPTED 11/15
CIRCULATION & LIBRARY CARDS POLICY	Revised 2/16, 11/17, 2/20, 5/22, 1/23, 6/23, 05/25, 11/25, 11/26

CIRCULATION

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.
4) Book club kits have a 60 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 one (1) mobile hotspot may be checked out on one (1) Waukee Resident Card per address.
2) A maximum of one (1) STEAM Kit may be checked out on a library card.
3) A maximum of three (3) Playaway audiobooks may be checked out on a library card.
4) A maximum of two (2) items from the Hot Collection may be checked out on a library card.
5) A maximum of one (1) book club kit may be checked out on a library card.

Residency Restrictions

Listed below are materials available only to Waukee residents. Non-Waukee residents may be able to access these items through their home city library.

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. Borrowing privileges will be restricted for borrowers with unreturned overdue items or with charges of $5 or more.

Lost, Damaged & Replacement Charges

If library materials are damaged beyond normal wear and tear, as determined by library staff, the account holder will be responsible for the replacement cost of the item listed in the item record. The library will not refund costs or return materials back into its collection.

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 cardholder.

Interlibrary Loan (ILL)

Interlibrary Loan allows patrons to request only print books or articles from other libraries in Iowa. Patrons must be a resident of Waukee 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. Book requests are limited to 3 at a time, articles limited to 5 per week. Not all ILL requests are guaranteed to be filled based on availability and/or delivery limitations.

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

Library Materials Usage & Access

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.

LIBRARY CARDS

Opening a Library Account

Most Iowa residents age 5 years and older are eligible for a Waukee Public Library account. The only exception is residents of cities whose libraries do not participate in the State of Iowa's Open Access program. Open Access is a statewide program that allows Iowa residents to borrow materials from participating libraries across the state, not just their home library.

To obtain a library card, individuals must complete a library card application and present a state-issued photo ID along with proof of current address in person at the library. Applications may be submitted online or in person; however, the applicant must appear in person to receive the card.

- **Children (age 5 years and older):** A library card may be issued when both the child and a parent or legal guardian are present.
- **Individuals age 14 years and older:** A library card may be issued upon presentation of a state-issued photo ID.

Proof of Iowa residency is required. The following are acceptable verifications of current Iowa residency:

- State-issued photo ID with current address
- Utility bill postmarked within 30 days
- Bank or other financial statement with current address
- Check stub from current employer reflecting current address issued within the past 30 days

Usage of Library Cards

- Library cardholders must use their own library card to check out materials
- Library cardholders may use their own library card or a guest pass to use the public computers.
- Per Iowa Code 22.7 (13) Confidential Records, specific library materials checked out on a library card cannot be provided to anyone other than the cardholder, including parents of a minor child.
- Cardholders are able and encouraged to download the library's app and store their card on the app.
- Library materials ON HOLD may be picked up by a designated person only with prior authorization.
- Library cardholder accounts or borrowing privileges may be revoked or suspended if it is determined that their card was improperly issued or used.
- It is the library cardholder's responsibility to notify the library of a change of contact information.
- Library accounts may be closed only when all materials have been returned and all fines/fees have been paid.
- Library accounts may be closed after three years of inactivity and if all items have been returned and no fines remain.

Special Library Card Types

Library cards will be given to those who are eligible and have proper identification. In some instances, a special card type may apply.

Educator Cards/Institutional Cards

Educator/Institutional Cards are available to teachers and other educational based organizations. This program is designed for teachers in public schools, private schools, preschools, daycare centers, in-home day-care providers, homeschool parents, and retirement and assisted living centers.

The following guidelines apply to Educator Cards/Institutional Cards patrons only:

- For Educator Cards, the account owner should be an individual teacher or caregiver.
- For Institutional Cards, the account owner should be a person in the organization with financial responsibilities.

- The cardholder is responsible for lost or damaged materials and charges accrued.
- A maximum of one hundred (100) items may be checked out on the card.
- The loan period is four (4) weeks. Items may be renewed.
- The library reserves the right to restrict or limit the inclusion of high-demand items such as new fiction or books on popular topics.
- Failure to follow these guidelines may result in loss of borrowing privileges.
- Cards expire annually and will need to be renewed in person with proper identification.

Homebound Cards

The purpose of the Homebound Card is to provide home delivery of library materials to Waukee Library patrons who are unable to visit the library facilities due to long-term physical disability or illness. Homebound service is a free service. Homebound delivery is only available to residents within Waukee city limits.

The following guidelines apply to Homebound patrons only:

- Cards are made in the name of the homebound patron. An emergency contact is required.
- Books in large print, books in regular print, and magazines are available for homebound service. Hotspots and ILL materials are not eligible for homebound services.
- A maximum of fifty (50) items may be checked out on the card.
- The loan period is four (4) weeks. Items may be renewed.
- Patrons are responsible for lost or damaged items.
- Delivery will be scheduled at the mutual convenience of the patron and staff.
- Cards expire and require renewal annually.