**Sergeant Bluff Public Library**

**Circulation Policy**

1. REGISTRATION – LIBRARY CARDS

Library cards are issued immediately if a prospective patron has photo identification and proof of current residential address at the time of application. A post office box is not a sufficient address. Mail may be used as proof of address if it has been postmarked within two weeks of the current date. Patrons may receive their library card the day they apply for it.

Persons eligible for library cards must reside in Sergeant Bluff. Also eligible are persons living within the service area of an Iowa library, approved for reciprocal borrowing through the Open Access Program (Check at the Circulation Desk for confirmation.)

Children who fit the residence requirements and are at least 8 years old are eligible for a library card according to the discretion of their parents or legal guardian**(s)**. **The parent or guardian of the child is responsible for a child’s selection and return of materials and any fines or charges accrued on the child’s card.**

Youth 14 years and older may get their own library card without parental permission.

If a person forgets his or her library card, it is possible to borrow materials once, but the next time the borrower must present his/her library card or know his/her patron number for efficient information access. Borrowers must present their library card the next time they borrow materials, or purchase a replacement card if lost. Lost or stolen cards may be replaced after showing identification. The replacement fee for lost or stolen cards is $1.00.

2. MATERIALS

Circulating books, audiobooks, music CD’s, designated games, cake pans and children’s puzzles are loaned for a period of two weeks and may be renewed for another two weeks. There are no renewals for items on hold or reserved for another patron.

Magazines are loaned for a period of one week and may be renewed for another week.   
Circulating DVD’s are loaned for a period 1 week and may not be renewed, Checkouts are limited to 2 DVD’s per household.

**Items may be returned after hours at City Hall or Recreation Center main entrance.**

A fine of five cents (.05) per item (book, magazine, games, cake pans, puzzles or audio material) per day will be assessed against any patron not returning materials by the date due. A fine of one dollar ($1.00) per DVD per day will be assessed against any patron not returning materials to the library by the due date. If materials are not returned within one week of the due date, notice will be given by phone or email. Notices for DVD will be within one business day of the due date, notice will be given by phone or email or texting. This will be followed by a letter outlining charges for the materials and legal implications of retaining library materials not returned in 30 days from date due. Fines on all materials will accumulate up to $5.00 per item. If material checked out of the library is lost, damaged or stolen, it will be the patron’s responsibility to replace the lost, stolen or damaged item at replacement cost.

If a patron loses an item and pays to replace it, then finds it later, the item is now theirs to keep. No refunds will be given for found items after being paid to replace them.

Persons with unpaid fines of more than $5.00 or overdue materials will not be permitted to check out additional library materials or use the computers.

Materials may continue to be used in the library.

Patrons may request that an item be held for them. The patron will be notified by phone or e-mail when the item is available. If the item is not claimed within three library days after notification, it will be given to the next patron on the reserve list or returned to general circulation.

3. INTERLIBRARY LOAN POLICY (ILL)

If the Sergeant Bluff Public Library does not have certain material**s** requested by a patron, the librarians will be glad to request the materials from SILO (State of Iowa Libraries Online). If not found on SILO, the materials will be requested from OCLC-First Search.

Limits: Patrons will be limited to 3 items requested at one time. The total amount requested may be higher under certain circumstances. For example, a schoolteacher could request up to 5 items when used for a class unit. When those items are returned, more items can be requested. There is no cap on the amount of items a person may request in the course of a fiscal year (July-June).

Circulation Period:  The circulation period is set by the lending library. Renewals are up to the discretion of the lending library. If a renewal is requested by a patron, an extension will be requested from the lending library, and the patron will be contacted with the answer.

Patrons will be contacted up to 2 times when an item is received at the library and contact dates will be noted in the patron record. Materials need to be picked up within 3 business days. If the patron is unable to pick up materials in that time frame, the patron will need to call the library and notify the librarian when they will pick up materials. If the item(s) is not picked up by the patron by the date specified, the patron will be charged the full cost of the return postage and materials will be returned.

Patrons will be charged $2.50 for each item requested to help defray the cost of return postage.

If material received from Inter Library loan is damaged or lost by patron, it is the patron’s responsibility to either replace the material, or reimburse library for the value of the material.

4. AUDIOVISUAL LOAN POLICY

The Motion Picture Association of America (MPAA) ratings for videos are guidelines to assist patrons in deciding which movies to watch. Parents are urged to learn about films they want their children to see by reading reviews and feature articles or speaking with those who have seen or heard of the movie. Library staff may also provide information on movies in the collection. The Sergeant Bluff Library cannot deny anyone the right to use sources it offers because of origin, age, background or views.

A limit of two DVD’s may be borrowed at one time and must be returned by the due date.

**All media may be left at city hall or rec center office when the library is closed.**

Borrowers may not be charged any fees in connection with the use of any audiovisual materials. DVDs are copyrighted materials and illegal duplication is prohibited by federal law.

Audiovisual material may be reserved by phone or by speaking to library staff during library hours as well as through the Online Patron Access Catalog (OPAC). Audiovisual materials are reserved on a first-come, first-served basis. If a request must be cancelled, the library needs to be notified ahead of time.

OPEN ACCESS: Open access enables users from a participating library to check out materials at over 600 other participating Iowa libraries. As a result, Iowans have greater access to library resources, more choices in library service, and the convenience of using a library where they work, shop or visit. Each participating library has their requirements for check out and they may require the use of a library card from their respective library. For example, if one is on vacation in Okoboji and goes to the Spirit Lake Library, that patron can check out a book from that library. If he/she is not done with the book before leaving, the book may be returned to the Sloan Public Library, which, in turn, will return the book before the due date to the Spirit Lake Library.

CONFIDENTIALITY POLICY (Required by law)

[1] Policy Statement:  Confidentiality of library records is central to intellectual freedom and directly related to the ability of citizens to use library materials and pursue information without fear of intimidation.  The purpose of this policy is to explain how the Sloan Public Library will respond to requests for information about library users.  
1.  Library circulation records and other records identifying specific users are confidential in nature.  Confidentiality extends to information sought or received, materials consulted, borrowed, or acquired including Internet and electronic resource search records, reference interviews and transactions, interlibrary loan records, and other personally identifiable uses of library materials or services.  However, persons attending library programs or public meetings may be videotaped or photographed as audience members.  
2.  The lawful custodian of the records is the Library Director.  Only the Library Director and authorized library staff shall have access to patron records without the consent of a library cardholder.  
3.  Possession of a valid library card (or card number in a phone or email request) shall be interpreted as consent to use it unless the card has been reported lost or stolen, or there is reason to believe that consent has not been given.  
4.  Long overdue library accounts may be revealed to parents or guardians of minor children, a collection agency, or law enforcement personnel.  
5.  The library staff will not reveal library circulation records and other records identifying specific users unless required by law.   
6.  Circumstances which may require the library to release the information include the following:  
 Requests made in accord with the USA Patriot Act  
 a. A law enforcement official presents a valid legal subpoena seeking the information pursuant to an investigation of a particular person or organization suspected of committing a crime   
 b. The library receives a Warrant for the information issued under the USA Patriot Act (which includes amendments to the Foreign Intelligence Surveillance Act and the Electronic Communications Privacy Act).  
 c. The library receives a National Security Letter seeking the information pursuant to the USA Patriot Act.  
 d. The library receives a valid court order requiring the library to release registration, circulation or other records protected under the Iowa Code and the information is not sought in conjunction with a criminal or juvenile justice investigation.  
7.  The following notice shall be posted in the library to make people aware of the provisions of the USA Patriot Act and how the act may potentially affect people who use library resources:  
ATTENTION: Under Section 215 of the USA PATRIOT ACT (Public Law 107-56), records of all books and materials you borrow from this library, and of Internet sites you visit on library computers, may be obtained by federal agents.  This law prohibits the library staff from informing you if federal agents have obtained records.

[2] Procedures  
1.  The library staff member receiving a request to examine or obtain information relating to registration records or circulation records or other records identifying the names of library users, shall immediately refer the request to the Library Director without discussing with the person making the request what user information may or may not be available, or what the library can or cannot do.  
2.  If the Library Director is not available at the library the staff member shall inform the requester when the Director will be available and request a delay until the Director will be available.  If pressed to act sooner, the staff member shall attempt to contact the Director immediately.  If the Director cannot be reached, the highest ranking person on duty is responsible for enforcing the library’s confidentiality policy until the Library Director can be contacted.  
3.  The Library Director shall take personal responsibility for handling the request as soon as possible.  If the request is from a law enforcement officer the officer must have a subpoena, a court order, a warrant issued under the USA Patriot Act, or a National Security Letter (NSL) issued under the USA Patriot Act to receive the requested records.  If the officer does not have a proper subpoena, court order, warrant, or NSL compelling the production of records, the Library Director shall refuse to provide the information requested.    
4.  If the request is made pursuant to the USA Patriot Act, the Library Director may not discuss the request with anyone other than legal counsel as required by the Act.  In order to protect the library and its patrons in this circumstance, the Director is authorized to obtain legal counsel regarding the request.   
5.  Any problems relating to the privacy of circulation and other records identifying the names of library users which are not provided for above shall be referred to the Director.

[3]    References  
The confidentiality policy of the Sergeant Bluff Public Library is based on the First and Fourth Amendments of the U.S. Constitution, the Iowa Code, and professional ethics. First Amendment: “Congress shall make no law...abridging the freedom of speech...”   
Fourth Amendment: “The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.”   
Code of Iowa 22.7 "Examination of Public Records (Open Records)"  
“22.7 Confidential records.  The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information...:  
13. The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.  
18. Communications not required by law, rule, procedure, or contract that are made to a government body or to any of its employees by identified persons outside of government, to the extent that the government body receiving those communications from such persons outside of government could reasonably believe that those persons would be discouraged from making them to that government body if they were available for general public examination.”  
Code of Ethics of the American Library Association:   
Professional Ethics: “We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.” (Source: Code of Ethics of the American Library Association)

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