

## Sioux City Public Library Policy

### Circulation Policy

Board Approved: June 17, 1987

Revised: June 16, 2010

The Circulation Policy sets policy regarding borrower's card eligibility and loan of Library materials. Circulation procedures detail how these policies are implemented.

#### **BORROWERS**

**Residents**, living within the corporate limits of Sioux City, are entitled to a Library card free of charge by presenting valid and current identification. To obtain a full service card, residents are required to present photo identification with the current address or photo identification plus an acceptable form of ID that shows the current address. Residents without photo identification may obtain a conditional card by presenting an acceptable identification with current address. Borrowers with a conditional card are limited to five items checked out at a time; conditional limits may be removed after one year of use and regularly resolving all blocks on the library card account. Address check required every 365 days.

**Children** may obtain a Library card at their own or a parent's request; the child must be present and be able to write her/his first name (with accommodation if handicapped/disabled). To obtain a full service card, the child or the parent/legal guardian is required to present photo identification with the current address or photo identification plus an acceptable form of ID that shows the current address. Children with no photo identification or no parent/guardian photo identification can obtain a conditional card without another form of identification. Borrowers with a conditional card are limited to five items checked out at a time; conditional limits may be removed after one year of use and regularly resolving all blocks on the library card account. Address check required every 365 days.

**Non-residents who own property within the city limits** must present a property tax receipt to receive a free card. Full service and conditional card terms apply to non-resident property owner cards. Tax receipt check required every 365 days.

**Non-residents living outside the corporate limits of Sioux City** may buy a family Library card for \$80.00 per year, \$25.00 per quarter, or \$10.00 per 30 days (fee evaluated annually in July). Card expires at the end of the period for which it was purchased. Full service and conditional card terms apply to non-resident cards. Purchased card patrons have the same borrowing privileges as Sioux City resident patrons.

**Open Access** patrons may use a library card from their home library if that library participates in the Iowa Open Access Program, or provide proof of residence within the service area of their local participating library (i.e. driver's license, recent utility bill, printed check blanks). Full service and conditional card terms apply to Open Access patrons. Open Access patrons have the option of receiving a barcoded Reciprocal Borrowers Card for use at the Sioux City Public Library only. They may return print materials to any Open Access library; audiovisual materials must be returned directly to the Sioux City Public Library. Eligibility check of address and home library participation required every 365 days.

**Cooperative patrons** are students and staff at the following Sioux City Library Cooperative member institutions: Briar Cliff University, Heelan Catholic High School, Mercy Medical Center, Morningside College, St. Luke's Regional Medical Center, Sioux City Community Schools, and Western Iowa Tech Community College. They may borrow from the Sioux City Public Library by presenting their affiliate identification. Full service and conditional card terms apply to Cooperative patrons. Identification check required each time materials are borrowed.

**Businesses located within the corporate limits of Sioux City** may receive a card, free of charge, by submitting a letter of responsibility from the owner/manager on business letterhead stationery. Card must be validated every 365 days. **Businesses outside of Sioux City** may purchase a Library card at a cost of \$80.00 per year, \$25.00 per quarter, or \$10.00 per 30 days (fee evaluated annually in July). Card expires at the end of the period for which it was purchased. The person who has been issued the card under the business name must present photo identification at the first visit to the Library to obtain a full-service card, and when the card has expired. Business cards will be issued by the Circulation Manager or designee.

**Temporary**, no fee, cards are issued to those residing at a temporary Sioux City address (half-way houses, shelter homes, residential treatment facilities, and hotels/motels). Temporary borrowers are limited to two items out at a time. Address check required every 90 days.

**Visitors** to any Sioux City Public Library agency, who do not have a Library card, may use, inside the building, any items from the regular circulating or reference collections. Identification may be required to use public access equipment.

### RESTRICTED BORROWERS

A patron with a valid Library card is restricted from borrowing any library materials if his/her fine accumulates to \$5.00 or more, or if five or more items are overdue.

### MATERIALS FOR LOAN

Persons with a valid Library card may borrow the following materials.

	Loan Period	Renewals Allowed	Holds/Reserves Allowed	Overdue Fee	Maximum Fee <sup>+</sup>
Books (circulating)	3 weeks	ten*	yes	.15/day	5.00
Magazines	1 week	two*	yes	.15/day	5.00
Audiocassettes	3 weeks	two*	yes	.15/day	5.00
Compact Discs <sup>◇</sup> (music or spoken word)	3 weeks	two*	yes	.15/day	5.00
CD-ROMs <sup>◇</sup>	1 week	two*	yes	.15/day	5.00
DVDs <sup>◇</sup>	1 week	two*	yes	.15/day	5.00
Videocassettes	1 week	two*	yes	.15/day	5.00
Pamphlets	3 weeks	two*	no	.15/day	5.00
Graphic Novels <sup>◆</sup>	3 weeks	two*	yes	.15/day	5.00

<sup>+</sup>Will not exceed cost of item    \*May be renewed twice by phone or online    <sup>◇</sup>Limit of 3 per person (raised to 6 per person after account has been active for one year with all charges resolved)    <sup>◆</sup>Limit of 5 per person (limit may be removed after account has been active for one year with all charges resolved)

Newspapers, reference books, microfilm, and microfiche are available for use only in the Library. Electronic media is available for download from the Library's Web site for full-service borrowers. Cooperative and Open Access patrons must use their home library's Web site for downloadable content.

### OTHER SERVICES

**Reserves/Holds** Patrons with valid library cards may place a hold on circulating items on which reserves are allowed. The patron will be notified by mail or e-mail when a reserved item is available. When a title has three or more holds, the loan period may be shortened to 7 or 14 days, depending on the length of the item. Items with unfilled reserves will not be renewed. Patrons with check out limits may place holds on the number of items that can be checked out (conditional cards may place holds on 5 items and temporary cards may place holds on 2 items.)

**Request for Purchase and Interlibrary Loans** When a patron requests an item that the Library does not own, staff may initiate a **request for purchase** or an **interlibrary loan**. Patrons will be notified when the item is available for checkout if it is purchased for the Library's collection. If the requested item is not purchased for the Library's collection, staff may initiate an interlibrary loan request. Patrons may put a limit on the borrowing charge (set by the lending library) they are willing to pay for interlibrary loans and will be notified when the requested item is available. Overdue fee on interlibrary loan items is 50¢ per day. Interlibrary Loan is available only to full service resident or purchased card holders. Cooperative and Open Access patrons must use their home library for interlibrary loan requests.

**Overdue Notices** The Library will mail or e-mail one courtesy overdue notice to a patron when an item is 21 days overdue. If the item is not returned within five weeks of the due date, the Library will mail or e-mail the patron a final notice for items not returned. After seven weeks, the replacement cost of the item plus a processing fee will be charged to the patron's account. Failure to return an item for two months or more after the due date is considered a criminal offense which may result in legal or collection agency action.