

Sioux City Public Library Policy

Circulation Policy

Board Approved: June 17, 1987

Revised: May 20, 2009

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 identification. 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. 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. 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. Borrowers have the same privileges as Sioux City resident patrons.

Open Access patrons may use a valid 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). 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. 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.

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 ⁺
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 [◇] (music or spoken word)	3 weeks	two*	yes	.15/day	5.00
CD-ROMs [◇]	1 week	two*	yes	.15/day	5.00
DVDs [◇]	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

⁺Will not exceed cost of item *May be renewed twice by phone or online [◇]Limit of 3 per person (raised to 6 per person 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 borrower's card holders. 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 email 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.

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. Cooperative and Open Access patrons must use their home library for interlibrary loan requests.

Overdue Notices The Library will mail or email 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 email 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.