

Sioux City Public Library Policy

Circulation Policy

Board Approved: June 17, 1987
Reviewed: January 21, 2015
Revised: September 21, 2016

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.

Children ages 0-10 years' old who live inside the City limits of Sioux City, reside at a temporary Sioux City address, or live in a service area that participates in the Iowa Open Access program are eligible for a Kid's Card. The child must be present to obtain this card. Children with this card are limited to 3 items checked out at a time and only children's print materials can be checked out on this card. No late fees will be charged; borrowers are responsible for lost and/or damaged books. Interlibrary Loan service and downloads from the Library's Web Page are not available to this card holder. Borrowing may be restricted if books are overdue. When a child turns 10 years old, the Kid's Card has the option of an update to another borrower type. Address check required every 90 days for temporary residents and every 365 days for Sioux City and Open Access residents.

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 \$85.00 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. 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, UnityPoint Health – St. Luke's, Sioux City Community Schools, and Western Iowa Tech Community College. Cooperative patrons have the option of receiving a barcoded Sioux City Cooperative borrowers card for use at the Sioux City Public Library only. They may borrow items from the Sioux City Public Library by presenting their affiliate identification or their Sioux City Public Library Cooperative borrowers card. Full service and conditional card terms apply to Cooperative patrons. Affiliate identification check may be requested each time materials are borrowed and is required every six months.

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 by presenting an updated letter from the business. **Businesses outside of Sioux City** may purchase a Library card at a cost of \$85.00 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 the Sioux City Public Library, who do not have a Library card, may use any items from the regular circulating or reference collections inside the building. 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 fees accumulate to \$5.00 or more, or if five or more items are overdue.

INACTIVE ACCOUNTS

Inactive Library card accounts (currently defined as no checkouts or electronic use of the Library barcode during the past 3 years) without charges will be purged annually. Overdue fees more than 7 years old will be waived as part of the purge process and those accounts will be purged. Charges for lost or damaged items will not be waived and inactive accounts with lost/damage charges will remain in the database. (per Board action April 23, 2014)

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
Lucky Day Books (limit of 2 per person)	1 week	none	no	.15/day	5.00
Books on Compact Disc [♦]	3 weeks	ten [¶]	yes	.15/day	5.00
Music on Compact Disc [¶]	3 weeks	two [¶]	yes	.15/day	5.00
DVDs [¶] and CD-ROMS [¶]	1 week	two [¶]	yes	.15/day	5.00
Lucky Day DVDs (limit of 1 per person)	3 days	no	no	.15/day	5.00
Magazines	1 week	two [¶]	yes	.15/day	5.00
Graphic Novels [•]	3 weeks	two [¶]	yes	.15/day	5.00
Audiocassettes	3 weeks	ten [¶]	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 6 per person (raised to 12 per person after account has been active for one year with all charges resolved.)

[¶]Limit of 3 per person (raised to 6 per person after account has been active for one year with all charges resolved)

[•]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. Cooperative and Open Access patrons must use their home library 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 per copy, the loan period may be shortened to 7 or 14 days, depending on the length of the item. When a DVD has three or more holds per copy, the loan period may be shortened to 3 days. 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. Loss of interlibrary loan materials by a patron may result in suspension of interlibrary loan privileges. Overdue fee on interlibrary loan items is 50¢ per day. Interlibrary loan is available only to full service resident or purchased card holders in good standing. 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.