

Sioux City Public Library Policy

Circulation Policy

Board Approved: June 17, 1987

Reviewed: January 21, 2015

Revised: April 21, 2021

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 full-service Library card free of charge by presenting valid and current identification. 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. A signed application form will be retained by the Library. An address check is required every 365 days, and cards expire every five years.

Minors, under the age of 18, may obtain a Minor Library card with a parent's signature. The minor must be present and be able to write her/his first name (with accommodation if handicapped/disabled). To obtain a Resident card, the parent/legal guardian is required to present their photo identification with the current address or photo identification plus an acceptable form of ID that shows the current address. An application form signed by the parent will be retained by the Library. An address check is required every 365 days, and cards expire every five years.

Limited Minors, with no parent/guardian photo identification, no parent present, or unable to write her/his first name (with accommodation if handicapped/disabled), can obtain a Limited Minor Library card without parent/guardian identification. The minor must be present to obtain this card. An application form signed by the child or the parent will be retained by the Library. Minors with this card are limited to 3 items checked out at a time and only youth print materials can be checked out on this card. Interlibrary loan service is not available. If the cardholder is a COOP or Open Access patron, interlibrary loan service and remote access to digital resources are not available. Borrowing will be restricted if books are five or more days overdue. An address check is required every 365 days and cards expire every five years.

Non-residents who own property within the City limits must present a property tax receipt to receive a free card, and photo identification. A signed application form will be retained by the Library. A current tax receipt check or verification from the City Assessor's site is required every 365 days.

Non-residents living outside the corporate limits of Sioux City may buy an individual Library card (one card) for \$85.00 per year, \$25.00 per quarter, or \$10.00 per 30 days (fee set by the Library Board of Trustees). Card expires at the end of the period for which it was purchased. A signed application form will be retained by the Library. Purchased card patrons have the same borrowing privileges as Sioux City resident patrons.

Iowa Open Access patrons may check out physical items by providing valid and current identification in addition to proof of residence within the service area of their local participating Open Access library. Interlibrary loan service and remote access to digital resources are not available. A signed application form will be retained by the Library. An eligibility check of address and Open Access library participation is 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 University, UnityPoint Health – St. Luke's, Sioux City Community Schools, and Western Iowa Tech Community College. Items may be borrowed from the Sioux City Public Library by presenting the patron's affiliate identification or their Sioux City Public Library Cooperative borrower's card. Interlibrary loan service and remote access to digital resources are not available. A signed application form will be retained by the Library. An affiliate identification check may be requested each time materials are borrowed and is required every 365 days.

Businesses located within the corporate limits of Sioux City may receive a card, free of charge, by submitting a signed letter of responsibility from the owner/manager on business letterhead stationery. The card must be validated every 365 days by presenting an updated signed letter from the business. **Businesses outside of Sioux City** may purchase an individual Library card (one card) at a cost of \$85.00 per year, \$25.00 per quarter, or \$10.00 per 30 days (fee set by the Library Board of Trustees). The 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. Business Library cards will be issued by the Circulation Services Manager or designee.

Temporary cards are issued to those residing at a temporary Sioux City address or homeless Sioux City resident (half-way houses, shelter homes, residential treatment facilities, and hotels/motels). Identification is required. A signed application form will be retained by the Library. Interlibrary loan service is not available. Temporary borrowers are limited to two items checked out at a time. An address check is 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 five days overdue and/or are set to claim returned.

INACTIVE ACCOUNTS

Inactive Library card accounts (currently defined as no checkouts or online use of their 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.

MATERIALS FOR LOAN

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

Residents of Sioux City, Purchased Cards, Business Cards, and Limited Minor Cards are not charged overdue fees on collections listed below with the exception of Electronic Devices. Open Access and Coop patrons will be charged overdue fees as listed.

| | Loan Period | Renewals Allowed | Holds/Reserves Allowed | Overdue Fee | Maximum Fee ⁺ |
|---------------------|-------------|------------------|------------------------|-------------|--------------------------|
| Books | 3 weeks | 3♦ | yes | 15¢/day | \$5.00 |
| Lucky Day Books | 1 week | none | no | 15¢/day | \$5.00 |
| Lucky Day DVDs | 3 days | none | no | 15¢/day | \$5.00 |
| Audiobooks on CD | 3 weeks | 3♦ | yes | 15¢/day | \$5.00 |
| Music on CD | 3 weeks | 3♦ | yes | 15¢/day | \$5.00 |
| DVDs | 1 week | 3♦ | yes | 15¢/day | \$5.00 |
| Magazines | 1 week | 3♦ | yes | 15¢/day | \$5.00 |
| Graphic Novels | 3 weeks | 3♦ | yes | 15¢/day | \$5.00 |
| #Book Club Kits | 6 weeks | 3 | yes | 15¢/day | \$5.00 |
| *eBooks | 2 weeks | yes | yes | none | |
| *eAudiobooks | 2 weeks | yes | yes | none | |
| #Electronic Devices | 1 week | none | yes | \$1.00/day | \$10.00 |

All Patrons will be charged overdue fees on Interlibrary Loan Books, Book Club Kits, Electronic Devices and Museum Passes. All Patrons are responsible for lost and/or damaged books.

Collection Limits:

Limit of 2 Lucky Day Books and Lucky Day DVDs per account

Limit of 6 DVDs and music CDs per account

Limit of 12 Audiobooks per account

Limit of 20 Graphic Novels per account

#Limit of 1 Electronic Device or Book Club Kit per household; limited to full-service cardholders aged 18 and older

*Limit of 5 eBooks and eAudiobooks per account; limit of 10 holds per account

Maximum number of items checked out varies by card type and collection

Maximum number of requests varies by card type and collection

Charges listed on the **Sioux City Public Library Not Returned, Damaged Materials, and Service Fees** document apply.

Newspapers, reference collection materials, microfilm, and microfiche are available for use only in the Library.

Electronic media is available for download from the Library's website. Cooperative and Open Access patrons must use the library funded by their tax dollars for downloadable content.

OTHER SERVICES

Holds Patrons with valid library cards may place a hold on circulating items for which holds are allowed. Patrons will be notified by mail or email once their hold is filled. Items with pending holds will not be renewed. Number of holds allowed is dependent on type of Library card and collection.

Suggest a Title for Purchase Sioux City Residents and Purchased Card holders may suggest that the Library purchase an item for the collection. If the item is chosen for purchase, patrons may request to have it placed on hold for them.

Interlibrary Loan Sioux City Residents and Purchased Card holders may request an item through interlibrary loan. There is a limit of three interlibrary loan requests per borrower at one time. This includes requests that are pending, in-process, shipped, and received/in use. Interlibrary loan items cannot be renewed. Borrowers are responsible for paying any fees imposed by the lending library. There is a \$3.00 fee per item for materials not picked up within 7 days. The overdue fine on an interlibrary loan item is 50¢ per day per item. Loss of interlibrary loan materials by a patron may result in suspension of interlibrary loan privileges.

Overdue Notices The Library will mail, email, or text a courtesy overdue notice to a patron when an item is 7 days overdue, and a 2nd notice when an item is 14 days overdue. If the item is not returned after 30 days overdue, the Library will mail the patron a bill with the replacement cost of the item plus a processing fee. This will be charged to the patron's account. Failure to return an item for 90 days or more after the due date is considered a criminal offense which may result in legal or collection agency action. Patrons may be issued a refund for items returned in good condition within that 90 days.