

## Sioux City Public Library Policy

### Circulation Policy

Board Approved: June 17, 1987

Reviewed: January 21, 2015

Revised: May 21, 2025

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 verification 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 verification 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 print materials and may have 3 books checked out at a time. 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. An address verification 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 or verification from the City Assessor's site is required every 365 days.

**Non-residents living outside the corporate limits of Sioux City** within a 30-mile radius 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 living in Iowa, but outside the corporate limits of Sioux City, referred to as 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 the library funded by their property tax dollars. Interlibrary loan service, Library of Things checkouts, and remote access to eResources are not available. A signed application form will be retained by the Library. An address verification is required every 365 days.

**Cooperative patrons** are students and staff at the following Sioux City Library Cooperative member institutions: Briar Cliff University, Bishop Heelan Catholic High School, Mercy Medical Center, Morningside University, UnityPoint Health, 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 business card application that includes 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 of responsibility from the business. The person(s) who has been issued a card under the business name must present photo identification at the first visit to the Library. **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. Business Library cards will be issued by the Circulation Services Manager or designee.

**Temporary** cards are issued to those patrons that are unhoused residents of Sioux City, or those patrons residing at a temporary Sioux City address (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 verification 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 fees on their account accumulate to \$5.00 or more. Patron accounts are restricted if five or more items are five days overdue or are claimed 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, LOAN PERIODS AND FEES

Borrowing privileges for different collections are based on the patron card type. Residents of Sioux City, Purchased Cards, Business Cards, and Limited Minor Cards are not charged daily overdue fees on Regular Collections listed below. All patrons will be charged overdue fees on Special Collections.

<u>Regular Collections:</u>	Collection Limits	Loan Period	Renewals Allowed	Holds Allowed	Overdue Fee	Maximum Fee
Books	75	3 weeks	3	yes	15¢/day	\$5.00
Audiobooks on CD	12	3 weeks	3	yes	15¢/day	\$5.00
Playaways*	6	3 weeks	3	yes	15¢/day	\$5.00
Wonderbooks*	6	3 weeks	3	yes	15¢/day	\$5.00
Music on CD*	6	3 weeks	3	yes	15¢/day	\$5.00
Graphic Novels	20	3 weeks	3	yes	15¢/day	\$5.00
DVDs*	6	1 week	3	yes	15¢/day	\$5.00
New Release DVDs*	3	1 week	3	yes	15¢/day	\$5.00
Magazines	20	1 week	3	yes	15¢/day	\$5.00
eBooks#	5	2 weeks	yes	yes	none	
eAudiobooks#	5	2 weeks	yes	yes	none	

\*Not available for Limited Minor card checkout  
#Available to Residents of Sioux City, Purchased Cards, Business Cards, and Limited Minor Cards. Cooperative and Open Access cards must use the library funded by their tax dollars for downloadable content.

Special Collections:

Hot Reads	2	1 week	no	no	15¢/day	\$5.00
Library of Things items **	2	3 weeks	no	yes	15¢/day	\$5.00
Electronic Devices**	1	6 weeks	no	yes	15¢/day	\$5.00
Book Club Kits**	1	6 weeks	1	yes	15¢/day per item	\$5.00 per item in kit

\*\*Limited to full-service cardholders aged 18 and older

Newspapers, Reference Collection materials, microfilm and microfiche are available for in-Library use only. These items do not check out.

All patrons are responsible for replacement charges and applicable fees for lost and/or damaged items. Charges listed on the **Sioux City Public Library Not Returned, Damaged Materials, and Services Fees** document apply. The Library does not accept replacement items purchased by the patron.

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 their chosen notification type 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** Resident, Business, and Purchased Card holders in good standing may request to borrow materials the Library does not have in its collection (excluding textbooks) 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. Checkout periods are determined by the lending library and may vary. Interlibrary loan items cannot be renewed. There is a \$3.00 fee per item for materials not picked up within 7 days of notification that an item is available. The overdue fee on an interlibrary loan item is 50¢ per day per item, up to \$5.00. A processing fee of \$10.00 will be added to any interlibrary loan item that is 30 days overdue. Borrowers are responsible for paying any fees imposed by the lending library. Loss of interlibrary loan materials by a patron may result in suspension of interlibrary loan privileges.

**Overdue Notices** As a courtesy reminder, the Library will notify patrons by their chosen notification type when an item is 7 days overdue, and when an item is 14 days overdue. When an item is 30 days overdue, the Library will mail the patron a bill with the replacement cost of the item plus a processing fee. These charges are added 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 of the replacement cost of items returned in good condition within those 90 days. Processing fees and other applicable charges will remain.