

Sioux City Public Library Policy

Circulation Policy

Board Approved: June 17, 1987

Reviewed: January 21, 2015

Revised: April 15, 2020

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. 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.

Minor under the age of 18, may obtain a Library card with a parent's signature. The child 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. A signed 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.

Temporary Minor 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 Temporary Child's card without parent/guardian identification. 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 website are not available to this card holder. Borrowing may be restricted if books are overdue. An address check is required every 365 days and card 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 evaluated annually in July). 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.

Open Access patrons may check out items at the Library if their "home" library participates in the Iowa Open Access Program by providing proof of residence within the service area of their local participating library (i.e. driver's license, recent utility bill, printed check blanks) or presenting a valid Library card from their "home" Library. Interlibrary Loan service and downloads from the Library's website are not available to Open Access patrons: these services are available at their "home" library. A signed application form will be retained by the Library for all Library cards issued. An eligibility check of address and home 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 College, UnityPoint Health – St. Luke's, Sioux City Community Schools, and Western Iowa Tech Community College. They may borrow items from the Sioux City Public Library by presenting their affiliate identification or their Sioux City Public Library Cooperative borrower's card. Interlibrary Loan service and downloads from the Library's website are not available to this card holder: these services are available at their "home" library. A signed application form will be retained by the Library for all Library cards issued. 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 evaluated annually in July). 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, no fee, 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 for all Library cards issued. Interlibrary Loan service is not available for this card holder. 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 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	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	none	yes	none	
eAudiobooks	2 weeks	none	yes	none	

Collection Limits:

Limit of 2 Lucky Day Books and Lucky Day DVD 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 3 eBooks and eAudiobooks per account; limit of 10 holds per account

Maximum Items checked out is 100

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

Newspapers, reference books, 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 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. Patrons will be notified by mail or email when a reserved item is available. 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

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. Overdue fines on interlibrary loan items 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 two months or more after the due date is considered a criminal offense which may result in legal or collection agency action.