

# Borrowing Policies

Anyone living in the West Branch School District will be eligible for a West Branch Public Library card. Any patron of a participating Open Access library in the State of Iowa may also make use of the West Branch Public Library collection. Service to eligible patrons will not be denied or abridged because of religious, social, racial, or political affiliation, or because of the age, sex, or physical capability of the patron.

## Registration

To obtain a local library card, a prospective patron must provide photo identification and proof of current residence. The library staff reserves the right to refuse service to those without adequate identification. A parent or legal guardian must create accounts and provide the listed identification and proof of residence for children under the age of 14. Minors over the age of 14 without photo identification or proof of residence may have a parent or legal guardian create the minor's account.

Library users without photo identification, proof of residence, or are under the age of 14 may create an unverified account (referred to as a "Quick Card") which is limited to 3 items on the account at a time.

## Materials Check Out

A patron must provide a valid library card number or patron name which can be cross-referenced with library records. Only persons listed on the account will be allowed to check out. The patron assumes the responsibility for the care and return of library materials in accord with established policies. At the discretion of the library staff, a patron may be refused additional materials if it is known that they have not returned overdue items

## Loan Periods

All loans may be renewed for additional periods unless a Reserved Checkout List exists for a given item. The library reserves the right to require an item to be physically present in the library for renewals. All items may be renewed by telephone or email unless required in the library. Special arrangements may be made with local school faculty or administration to permit longer term use of specified library materials for support of educational program.

## Loan Limitations

- **Media & Material Objects (DVDs, Games, Music CDs, Cake Pans etc.):** 25 items may be loaned for a ONE week period.
- **Interlibrary Loans:** Four items may be in a requested or borrowed state at one time. Loans will be for a three week period. Items will be returned if not picked up after one week.
- **Chromebooks and Wireless Hotspots:** 1 item may be loaned for a one week period – patron must be age 14 or older
- **Reference Materials & Newspapers:** MAY NOT BE LOANED. Staff will offer to photocopy up to six pages free of charge.
- **All other items:** 25 items may be loaned for a three week period

## Collection Access

In accord with the American Library Association interpretation of the Library Bill of Rights (June 30, 1972) the West Branch Public Library shall afford minors access to all collections.

## Overdue Items and Lost Items

Failure to return items is considered theft of city property per the code of Iowa, Chapter 714.5, Theft of Library materials and equipment. Items which have not been returned for two months or of whom the mailing address is found to be invalid with no further contact information may be turned over to a third-party to attempt return of the items or monetary equivalence.

Overdue Notification: Patrons will be notified by telephone or mail within one month of the due date that materials are overdue. Notification of overdue videos will be made by phone the week following the due date. In the event a patron fails to respond to overdue notification made via mail or telephone within a reasonable amount of time, the director may choose to consider the overdue item stolen and proceed with the matter as specified by the Code of Iowa Chapter 714.5. Lost or Destroyed Item Charge: The patron of record will be billed for the current replacement cost of the item. If the item is not available for purchase through normal library options, the charge may be estimated by the librarian, based upon the average cost of a current item similar to the one lost, or based upon the value of the lost item to the collection.

Reviewed 10/21  
Reviewed 09/20  
Revised 08/19  
Revised 12/18  
Revised 08/18  
Revised 08/16  
Revised 11/13  
Revised 10/12  
Revised 08/11  
Revised 06/11  
Revised 12/10  
Revised 11/10  
Revised 09/08  
Revised 09/05