

# Borrowing Policy

Anyone living within West Branch city limits or unincorporated parts of Cedar County will be eligible for a West Branch Public Library card. Other Iowa residents belonging to a participating Open Access library may also register for a card and 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.

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. The user must be able to provide their full name, valid address, and phone number to register for a Quick Card.

West Branch School District students may use their Student ID to get a library card with an initial limit of 3 items on their account at a time and access to local card benefits (e.g. access to ebooks). Upon proof of residence, the checkout limit will be lifted.

## 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. Special arrangements may be made with local school faculty or administration to permit longer term use of specified library materials for support of educational programs.

## Loan Limitations

**Media & Library of Things (DVDs, Games, CDs, Cake Pans etc.):** 25 items may be loaned for a 1 week period.

**Interlibrary Loans:** 4 items may be in a requested or borrowed state at one time. Loans will be for a 3 week period. Items will be returned if not picked up after 1 week.

**Electronic equipment (Chromebooks, Wireless Hotspots, etc.):** 1 of each item may be loaned for a 1 week period – patron must be age 14 or older, and must have a verified library card (i.e. not a Quick Card)

**All other items:** 25 items may be loaned for a 3 week period

## **Collection Access**

In accordance 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 that materials are overdue at regular intervals after the due date.

1 week overdue: notification by email, text message, or phone call

3 weeks overdue: postcard sent by mail

6 weeks overdue: letter sent by mail

9 weeks overdue: letter sent by mail

In the event a patron fails to respond to overdue notifications 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.

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