

Circulation Policy

Purpose: The Purpose of the Circulation Policy is to define approved practices for the registration of library patrons, circulation of library materials, fines and fees schedule, and the suspension of library privileges.

Free library service is available to any resident of Iowa and they may borrow material from this library by presenting a library card from their participating Open Access Library. If they do not have a library card from where they live, a card may be issued to them. Children must be of school age to have their own card.

1. Books may be checked out for a two week period with a limit of 8 per patron.
2. Books may be renewed for an additional two week period, unless reserved for another patron. Reserved books may not be renewed. An additional renewal is possible for items not in demand, but books from the “new” book shelves may be renewed only once.
3. Magazines, Audio Books and DVD’s may be checked out for one week. Magazines may not be renewed, unless the magazines are from previous years or are being used for school projects. DVD’s are limited to 3 per household.
4. Renewals may be confirmed in person, by telephone, email, text, or FB messenger.
5. Over dues:
 - Fines of \$.05 per library day overdue will be charged per item.
 - A grace period of one week after the due date will be allowed with no fines charged.
 - Items returned after the grace period will be charged the full amount of fines accrued.
 - Fines will accumulate to a maximum of \$2.00 per book.
 - Overdue notices will be sent or phone calls made after one week. A total of three notices will be sent and after two months the materials will be considered stolen or lost and a bill for replacement will be sent.
6. Lost Library Materials: if materials are lost, less than 3 years old full replacement cost will be charged, 3-5 years old 50% cost, over 5 years at the discretion of the librarian. Damaged materials will be charged according to the age of the book, amount of damage and the possibility of repair.

7. Reserved Materials:

- Patrons may request that an item be held for them.
- The patron will be notified when the item is available.
- If the item is not claimed within five days it will be given to the next patron on the reserve list, or returned to the general collection.

8. Confidentiality of Patron Records: the Library has deemed patron records to be confidential as cited in Chapter 22.7 of the Code of Iowa, and based on the First and Fourth Amendments of the US Constitution. The Schaller Public Library is the custodian of records. The library will not reveal the identities of individual users nor reveal the information sources or services they consult, unless required by law. Confidentiality extends to information sought or received and materials consulted, borrowed or acquired. This also includes database search records, reference interviews, interlibrary loan records, computer use records and all other personally identifiable uses of library materials, facilities or services. The Library will not release any information, unless required to do so by law: receives a warrant, National Security Letter or other valid court order.

Attached hereto: Freedom to Read

Library Bill of Rights

Updated 09/30/2018