Clarion

Public

Library Circulation Policy

Purpose

The Clarion Public Library, to establish fair and equal access to library materials, has developed the following circulation policy for the eligible patrons of the Clarion Public Library.

Obtaining a Library Card

Clarion or rural Wright County residents with a current address may be issued a Clarion Public Library card. Anyone 6 years of age or older may apply for a library card. Patrons under the age of 14 must have a parent or guardian present to apply for a library card. Identification with current physical address will be required.

Library card holders are responsible for all fees, fines, and materials checked out on their card. Parents or legal guardians assume responsibility for lost, stolen, damaged or overdue items on their minor’s cards.

Loan periods

Patrons may borrow up to twenty-five (25) items per patron.

Patrons may borrow up to four (4) movies per household.

Loan Periods for circulating materials:

 Books 14 days

 Magazines 14 days

 Audiobooks 14 days

 DVD’s 3 days

 DVD season 7 days

The library director, or designee, reserves the right to modify the loan period depending upon the needs of the library.

Non-circulating materials may be used by the general public, but only within the confines of the library. These materials may include: Computers, media lab equipment, reference materials, current issues of periodicals, and newspapers.

A driver’s license is required for laptops, iPad, or lab equipment and will be held by staff until it is returned.

Overdue Fees

DVD’s that are returned past the due date will incur an overdue fee of .50 per DVD, per day, not to exceed $6.00 per DVD.

Patrons with overdue materials are not permitted to check out additional materials or use computers until they are returned to the library. Patrons with fines over $6.00 may not check out materials or use computers until all fines are paid.

Lost and Damaged Items

Lost or damaged materials will be paid for by the responsible borrower, parent or guardian, at the replacement cost of the item. All cost evaluations will be determined by the library director, or designee, for lost and damaged items.

Unreturned Materials

When materials are not returned promptly other patrons are not able to have access to these materials within a reasonable time and can incur additional expense to the library.

Patrons will be notified for overdue materials:

1st notice, patron may be contacted by telephone or email.

2nd notice, the Iowa code with a list of overdue items will be sent.

Final notice, a list of items and replacement charges will be sent.

After two months if materials not returned, the Clarion Public Library reserves the right to take legal action.

Renewals

Circulating materials may be renewed twice unless the item is on reserve for another patron. Patrons may renew materials in person or by telephone.

Reserves

Patrons may request circulating materials to be placed on reserve if not currently available. Reserves will be held for five days after the patron has been notified.

Beacon Libraries

Library cards issued by other Beacon system libraries will be honored at the Clarion Public Library if the patron is in good standing with that library.

Interlibrary Loan

Interlibrary Loan is available to patrons of the Clarion Public Library. Materials can be requested from other Iowa libraries and nationwide. This allows patrons access to more library materials and informational resources. Loan period is determined by each individual library.

Revised by the Clarion Public Library Board of Trustees, January 13, 2020.