# Circulation Policy of Gilman Public Library

 All circulation records are kept on the staff computer and library files. The Director, staff and volunteers will preserve the confidentiality of patron records.

#### 2. Inter-library Loan Services

- Gilman Public Library will participate in state and national lending networks to provide requested materials. IAShares will be the preferred method of inter-library loans within the state of lowa.
- b. When Inter-library loan is determined to be the best course to provide desired materials, librarian will fill out request slip with input from patron. First request will be made through state lending network. Transaction number will be noted on request slip. If not available through inter-library loan, determine availability and cost of obtaining material.
- c. Patrons will pay a \$3 charge per item requested upon its arrival if the requested item is not available through IAShares.
- d. Request slips will be kept and filed after material is returned. Gilman Public Library will request reimbursement for inter-library loan transactions through the State Library at the end of the fiscal year.

#### 3. Loan Periods

- a. Books and magazines for 3 weeks, with up to 2 renewals by phone, e-mail or in person, unless the material is reserved for another person.
- b. Movies for one week, with 1 renewal possible by phone, e-mail or in person, unless the material is reserved for another person.
- c. When a new patron account is started, there will be a probationary period of three months. During this probationary period, the patron will be limited to one book or one movie at any one time.
- d. Reserved items will be held for the person for no longer than one week.
- e. With the exception of movies, there is no general limit to the number of materials that can be checked out, unless the patron is in the probationary period (see item c). DVDs are limited to 10 per patron.
- f. Patrons will be notified when their items are overdue by phone when possible. If the patron cannot be reached by phone, a postcard will be sent.

g. If a second notice is necessary, it will be by letter, stating the patron's privileges have been restricted until materials are returned or payment made for the replacement of overdue materials.

#### 4. Equipment Use

- a. Public use laptop computer may be used within the library only.
- b. Copier is available for public use for ten cents a copy.
- c. Printing is available for ten cents per black and white page, twenty cents per colored page.

### 5. Lost and Damaged materials

- a. When materials are returned that are determined to be too damaged to be in the collection, patron will be notified as to the replacement cost of the item. Patron's privileges may be restricted if payment is not readily made.
- b. Damaged materials that are paid for then become the property of the patron.
- c. When patron reports item(s) are lost, additional renewals up to the limit may be made to allow the patron a chance to find the item. When it is determined the item will not be found, Director will notify the patron as to the replacement cost.

## 6. Open Access

a. Gilman Public Library will participate in the Open Access program, serving patrons from participating libraries. All privileges will be extended to open access patrons, with the exception of Inter-library Loan.

## 7. Registration

- a. To obtain a library card, patrons will need to fill out a library card application, including their contact information and signature. Also, proof of residence in Gilman, Marshall County, or the State of Iowa needs to be established, and may include, but is not limited to, a state or federal-issued ID or a piece of current mail addressed to the applicant; a rental, lease or home purchase agreement; a recent utility bill, etc.
- b. Minors, age 9 through 18, may obtain a library card without parental permission, if they are able to fill out the library card application. A postcard will be sent to the address listed on the minor's application. When the applicant brings the postcard to the library, a borrower's card will be issued. Minors, under the age of 9, will check items out under a family member's card.

8. Approval Date: Ally E. HOUL Ryan Olberding 15 Feb 2424