

approved 2.4.16

## **Circulation Policy**

### **Gutekunst Public Library**

#### **Getting a library card:**

An individual account holder must be at least five years of age, and adults must provide a photo ID when registering. Both individual and family accounts are available. If a child has a library card in his/her name, the child's confidentiality is protected by Iowa Code Chapter 22. All cards are subject to annual renewal.

#### **Loan periods:**

Check-out period for library materials is calculated on calendar days.

- Books, audiobooks & Playaways: 14 days
- Magazines: 7 days
- DVDs & VHS: 7 days

Materials may be renewed in person, over the telephone, or on-line unless the material is reserved for another person.

With the exception of video materials, there is no general limit to the number of materials that can be checked out. DVDs are limited to 3 per account.

Materials can be reserved in person, over the telephone, or on-line. Reserved items will be held for the patron for 3 days.

Tablets are to be used in the library only. They cannot be removed from the library building.

#### **Fines:**

Items not returned on time are assessed the following fees:

Books, audio & magazines & Playaways: 10¢/item/day

DVD & VHS: \$1/item/day

There shall be a maximum fine limit set at \$10 per account.

Patrons will be asked to pay the replacement cost of lost or damaged items. Failure to pay fines or other charges may result in the restriction or loss of borrowing privileges.