**BEAMAN COMMUNITY MEMORIAL LIBRARY**

**CIRCULATION POLICY**

The Beaman Community Memorial Library strives to provide materials to meet the educational, informational, cultural, and recreational needs of the Beaman community and surrounding areas. To meet those needs fairly and consistently, the following policies will apply:

**Library Cards:**

1. Library cards will be given immediately with a valid driver’s license or other photo ID.
2. All borrowers must have a library card.
3. Applicants for library cards must have a current address and phone number, with a post office box number if they live in Beaman. Applicants may live outside the Beaman area or any area served by an Iowa library approved for borrowing through Open Access.
4. Library cards are retained by the library. Patrons can be served by looking up their number or name.
5. Children may obtain their own library cards or check out materials on their parents’ account.
6. Any person entering the library may use the public computers or WIFI, following procedures outlined in the Computer/Internet Policy.

**Patron Responsibility:**

1. Each borrower is held responsible for all materials checked out on his/her card and for all fines accrued due to damage or late return.
2. A patron will be charged the replacement value for damages beyond reasonable wear, or any lost item.

**Checkouts:**

1. All library materials, except reference materials and newspapers, are available for checkout and may be renewed if not reserved by another patron.
2. Books and Story Hour kits may be checked out for two weeks, with one renewal.
3. Magazines may be checked out for one week, with one renewal.
4. DVDs may be checked out for 1, 2 or 3 days, depending on their acquisition date or if the due date falls on Sunday. Older DVDs may be renewed, but there will be no renewals of new DVDS.
5. Puzzles and puppets may be checked out for two weeks.
6. Reference materials and newspapers are for in-library use only.
7. Materials in the Heritage Center may not be checked out.
8. **Renewals** can be made in person or by telephone.
9. Patrons may **Reserve** books, magazines, DVDs, story Hour Kits or puppets. They will be held for pick-up for 3 days.
10. The library staff or volunteers will **deliver** and pick up circulating library materials to anyone of the Beaman community who is handicapped or physically unable to get to the library. Requests for materials must be made in advance and will be accepted by phone, fax or email. Such loans will be for the normal check-out period and will be picked up on the due date unless other arrangements are made.

**Interlibrary Loans:**

1. The library is happy to request materials on Interlibrary Loan for its patrons within reasonable limits. Patrons borrowing more than two items at a time may be charged for the cost of postage, at the librarian’s discretion.
2. Teachers or students borrowing larger amounts of material for their classes will not be charged.

**DVDs:**

1. The library prefers to provide family friendly videos for our patrons. Because it is familiar to our patrons, the Motion Picture Association of America (MPAA) rating system is used to mark our DVDs. Parents are encouraged to do research beyond the MPAA ratings for the movies their children watch.
2. There will be a six-item limit for checking out DVDs the library has held for two months or more.
3. There will be a two item limit for checking out new DVDs that the library has held for less than two months.
4. The library assumes no liability for damage to a borrower’s DVD player by a library DVD.
5. Copyright laws limit library DVDs to home viewing and prohibit duplication or charging to view.

**Overdues:**

1. **When books, magazines, story hour kits and puppets are overdue to be returned, fines of 5 cents per day and/or 30 cents per week will accrue.**
2. When DVDs the library has had for less than two months are overdue, fines of $1.00 per day are accrued.
3. When DVDs the library has had for two months or more are overdue, fines of $1.00 per two day period will accrue, discounting Sundays.
4. Patrons will be notified in a timely manner of their overdue materials and fines.
5. After one month overdue, the patron will be charged the replacement cost of the materials and a $5.00 service charge. If the materials are returned in good condition, the replacement cost will be refunded.
6. When materials become two months overdue, legal action may be taken. The patron will be notified by restricted, certified mail. If the patron does not respond by three business days after the mailing, law enforcement may be notified and appropriate action taken.
7. Fines may be paid in person or left in the drop box.
8. Fines must be paid before checking out more library materials.
9. The director may, at their discretion, declare a fine amnesty week, at any time.

**Confidentiality of Library Records:**

Section 22.7(13), Code of Iowa, states that unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information, the following library records shall be kept confidential:

 The records of a library which, by themselves or when examined with other

 public records, would reveal the identity of the library patron checking out

 or requesting an item or information from the library. The records shall be

 released to a criminal or juvenile justice agency only pursuant to an investi-

 gation of a particular person or organization suspected of committing a known

 crime. The records shall be released only upon a judicial determination that a

 rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.

 Confidentiality extends to information sought or received and materials consulted, borrowed, requested or acquired, and includes Internet and electronic resource search records, reference interviews and transactions, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, equipment, or services.

The Beaman Community Memorial Library will ensure the confidentiality of a patron’s library record and account by limiting access to only approved staff members. Information concerning an individual’s account will be released to that individual only, unless one of the following exceptions applies:

 a. The Library interprets possession of a card (or card number in a phone or email request) as consent to use it unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.

 b. The library will release information to the parent or guardian of a minor child for the purpose of recovering overdue materials and settling accounts for lost, late, or damaged material, and for other matters related to the recovery of material or charges incurred by minor children for which a parent or guardian may be considered liable. However, information will not be provided to the parent or guardian who is merely attempting to determine what library materials a minor child is using.

The Library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed, from third party digital services, including but not limited to, e-books and e-audio, to which we provide access.

The Library Director or the Director’s designee, as the lawful custodian of library records, is authorized to release records that are otherwise confidential “ . . . upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling” (Iowa Code 22.7).”

**Requests for Reconsideration:**

Patrons who wish to object to materials in the library’s collections may do so by requesting and completing a “Citizen’s Request for Reconsideration” form. The completed form is evaluated by the Librarian and the Library Board of Trustees. The complainant may request to address the Library Board. Challenged materials will not be removed from the public shelves while awaiting the resolution of the Request for Reconsideration.

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