

## **Thompson Public Library Circulation Policy**

Approved June 2008

Reviewed and Retained April 2011

Revised January 2014; December 2017; July 2020

Thompson Public Library is a participating member of the State of Iowa's Open Access Program. Under the program guidelines, all residents of the State of Iowa may use any library in Iowa to borrow material.

The use of the Library or its services may be denied for due cause. Such cause may be failure to return books, magazines, videos and DVDs, or to pay penalties, failure to return borrowed items in a timely manner, the destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises. Library privileges may be revoked at the discretion of the library director.

### Library Cards

Iowa residents may register as a borrower of the Thompson Public Library. Registration is by individuals. Cards will not be issued to a family. The library adheres to the American Library Association's Library Bill of Rights. Therefore, the library cannot withhold materials from any patron regardless of origin, age, background or views. It is the parents' or legal guardian's responsibility to monitor their children's use of material

To obtain a valid library card, an eligible borrower must provide their full name, their permanent home address, and their telephone number. A library card will be issued to patrons' age five (5) and above. Children under age 14 must bring a parent /legal guardian with to sign the library card application.

New adult and child patrons will be limited to checking out 3 books and 1 DVD per visit for their first 60 days of patronage. Children getting new library cards who are from families with library cards will be exempt from this policy.

### Borrowing Privileges

It is the parents' responsibility to monitor their children's selections.

Patrons with any charges will lose borrowing privileges until the charges are paid.

All library materials and equipment that has been damaged beyond reasonable and normal wear shall be paid for by the patron. The charge will be determined by the amount of damage.

If library materials are lost, the patron will be charged the replacement price plus processing fees.

### Loaning of Materials

Books and other printed materials are loaned for fourteen days, unless otherwise designated. Library materials may be renewed in person, by phone, or by e-mail. DVD's are loaned for 3 days and there is a limit of 3 DVD's checked out at a time per library card.

Reserves for library materials may be made by submitting a request to the librarian. This request may be made in person, by telephone or by e-mail. The patron will be notified when the item is available.

Magazines may be checked out for fourteen days.

DVDs and videos are loaned for three days. There is a limit of three DVDs and/or videos per library card.

#### Interlibrary Loan

The library will request material not owned by the library through Interlibrary Loan system in Iowa. Librarians will request the sought-after items from SILO (State of Iowa Libraries on Line). If not found on SILO, the materials will be requested from OCLC-First Search. The library will notify the patron when the item is available. Due dates are set by the lending library and renewals are also set at the discretion of the lending library. A fee of \$1.00 per item received through interlibrary loan will be charged to defray postage costs.

#### Confidentiality of Records

The borrower registration cards are not open to the public. Records of Thompson Public Library are closed and will be released only after a court order/warrant/subpoena has been received from the proper law enforcement agency.

**Thompson Public Library**  
**Appendix to the Circulation Development Policy**

Approved January 2021

Appendix A: Iowa Code 714.5 Library materials and equipment—unpurchased merchandise—evidence of intention.

The fact that a person has concealed library materials or equipment as defined in section 702.22 or unpurchased property of a store or other mercantile establishment, either on the premises or outside the premises, is material evidence of intent to deprive the owner, and the finding of library materials or equipment or unpurchased property concealed upon the person or among the belongings of the person, is material evidence of intent to deprive and, if the person conceals or causes to be concealed library materials or equipment or unpurchased property, upon the person or among the belongings of another, the finding of the concealed materials, equipment or property is also material evidence of intent to deprive on the part of the person concealing the library materials, equipment or goods. The fact that a person fails to return library materials for two months or more after the date the person agreed to return the library materials, or fails to return library equipment for one month or more after the date the person agreed to return the library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment. Notices stating the provisions of this section and of section 808.12 with regard to library materials or equipment shall be posted in clear public view in all public libraries, in all libraries of educational, historical or charitable institutions, organizations or societies, in all museums and in all repositories of public records. After the expiration of three days following the due date, the owner of borrowed library equipment may request the assistance of a dispute resolution center, mediation center or appropriate law enforcement agency in recovering the equipment from the borrower. The owner of library equipment may require deposits by borrowers and in the case of late returns the owner may impose graduated penalties of up to twenty-five percent of the value of the equipment, based upon the lateness of the return. In the case of lost library materials or equipment, arrangements may be made to make a monetary settlement. [C62, 66, 71, 73, 75, 77, § 709.21; C79, 81, § 714.5]

Appendix B- CODE OF IOWA 22.7 Confidential records.

The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information...: 13. 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 investigation 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. 18. Communications not required by law, rule, procedure, or contract that are made to a government body or to any of its employees by identified persons outside of government, to the extent that the government body

receiving those communications from such persons outside of government could reasonably believe that those persons would be discouraged from making them to that government body if they were available for general public examination.

Appendix C—ALA CODE OF ETHICS Professional Ethics: “We protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.” (Source: Code of Ethics of the American Library Association).