

**Missouri Valley Public Library**  
**Circulation Policy**  
**Revised and Approved 10 April 2022**

**Borrower's Cards**

Persons holding a current Missouri Valley Public Library card in good standing may checkout library materials and use the computers.

Children are eligible for library cards from birth through age 16. A parent or guardian must sign the registration card for children (\*except as noted).

\*Children visiting from out of town may obtain a library card with the signature of the adult with whom the child is staying.

\*Children who are accompanied to the library for regular visits by someone other than a parent or guardian may obtain a library card with the signature of that adult.

\*In each case the adult (other than a parent or guardian) must be willing to take responsibility for the materials checked-out on the child's card.

Valid proof of identification is required for a library card. Valid proof of identification is considered to be an officially issued ID such as a driver's license, school identification card, etc.

Replacement cards may be obtained free of charge.

Borrowers are responsible for any item checked out on their card. If a card is lost or stolen, the borrower must notify the library. Upon such notification, no materials will be loaned on that card.

**Confidentiality Statement [Iowa Code 22.7(13)]**

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:

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."

PLEASE NOTE: Federal appellate courts have extended library patrons' rights to privacy to also cover information sought or received and resources consulted, borrowed, acquired or transmitted. This information includes, but is not limited to, database search records,

reference questions and interviews, interlibrary loan records, information about materials downloaded or placed on 'hold' or 'reserve,' and other personally identifiable information about uses of library materials, programs, facilities, or services. (See the American Library Association's "Privacy: An Interpretation of the Library Bill of Rights.")

### **Holds**

Holds are taken on titles owned by the library. Holds are made only at the specific request of a patron. Items on hold will be held for four (4) working days.

### **Open Access Program**

The Missouri Valley Public Library participates in the Open Access program sponsored by the State Library of Iowa.

### **Equipment**

The following equipment is available for patron use at no charge:

1. Typewriter to be available upon request.
2. Eight patron computers.
3. Microfilm reader.

There is a charge for the following:

1. Photocopies: .20 per page/.50 per page in color
2. Computer prints: .20 per page (no color prints can be done)

### **Circulation Periods**

1. DVDs and Blu-Ray – 2 Days
2. Magazine – 14 days
3. Books - 14 days

Items may be renewed once unless the item in question is on reserve for another patron or is more than 2 months overdue.

The size of our collection and demand for specific materials--for special class projects, seasonal items, etc.--may require a limitation on number of items checked out by any one person. The loaning of these materials will be left to the discretion of the Director.

### **Overdue, Lost, or Damaged Library Materials**

The Missouri Valley Public Library will pursue all legal avenues to retrieve library materials and property that are overdue, lost, stolen, or damaged.

Patrons having overdue items may not checkout materials until the overdue items have all been returned and payment has been received for lost items. Lost items are considered to be those that the patron concedes cannot be located or have been checked-out for more than 2 months.

When library materials have been lost, the patron will pay the replacement cost.

The Director will determine the amount of damage to be assessed in the case of damaged materials.

Payments are considered final. No refunds will be given if the item is later found.