**Missouri Valley Public Library**

**Circulation Policy**

**Revised and Approved August 2025**

**Borrower’s Accounts**

Persons holding a current Missouri Valley Public Library\* account in good standing may check out library materials. [\*From here on the term *Library* will refer to the Missouri Valley Public Library.] The Library does not issue physical cards. The patron’s account is located by name or account number.

Residents of Missouri Valley and rural Harrison County are eligible for a library account.

* Only residents of Missouri Valley and rural Harrison County are eligible to access the Library’s digital collection available through Bridges (Libby) and Hoopla.
* Residents of the state of Iowa are eligible to register for a Library account through the State Library’s Open Access program.
* Residents of other states are eligible to register for a non-resident Library account with a fee of $20. That fee will be refunded to the patron after 90 days if the patron’s account remains in good standing.

A valid photo ID and proof of address are required to sign up for a Library account.

Acceptable forms of ID include:

* Valid driver’s license
* State issued ID
* School ID
* Passport

Acceptable proof of address include:

* Valid driver’s license
* Mail received in recently (mail addressed to “Current Resident” does NOT qualify as proof of address)
* Some other form with the address may be accepted

Patrons who initially sign up for Library accounts will be limited to three items until verified return of Library materials is in accordance with Library policies. After that period, patrons may check out up to 50 physical items.

Children ages 8 to 14 years are eligible for their own Library account. They must have a parent or guardian present who is a Library patron in good standing. Children over the age of 14 are eligible for their own account. They must either provide a photo ID and proof of address or have a parent present who is a Library patron in good standing.

Borrowers are responsible for any item checked out on their account. The individual whose name appears on the account will be charged fees for any items that are lost or damaged during their use by the account holder.

**Circulation Periods**

* DVDs: 14 Days
* Books and Magazines: 14 days
* Library of Things: each item is checked out to its specific term

Items may be renewed unless the item in question is on reserve for another patron or is more than 1 month overdue.

**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 check out 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 two months.
* Once items are considered lost (regardless of the reason), payment for items must be made, even if items are later returned. The payment is not refundable.

When library materials have been lost or damaged, the patron will pay the replacement cost or a cost determined by the Director. In the case of damaged materials, the Director will determine whether or not the item should be replaced.

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

**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 seven working days.

**Equipment**

Patrons may use computers and gaming equipment at no cost.

There is a charge for the following:

* Photocopies: .20 per page/.50 per page in color (double-sided copies are charged as two copies).
* Copies printed on cardstock and paper 11”x17” are .40 per page/.70 per page in color.
* Laminating: $1.00 per page.

**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.")