



## **Delhi Public Library Policy**

### **Circulation Guidelines**

Any resident may be issued a library card for the library with proper valid identification. A parent/ guardian must be named for juvenile under the age of 18. The cardholder will be responsible to obey all the rules and regulations of the library, to pay promptly all fines charged against them for injury or loss of materials and to give immediate notice of change of address.

No library materials will be loaned without a valid library card.

New borrowers will receive a brief explanation of library policies, including checkout periods, and the location of after-hours book return.

New borrowers will be limited to 4 books. More books may be checked out when the others are returned. The probation period is to be determined by the library staff based on the responsibility of the patron.

Materials may be checked out for two weeks and may be renewed for an additional two weeks. Further renewals will be at the discretion of the library staff.

Materials borrowed from other libraries will be due on a date determined by the lending source. Materials lent to other libraries through interlibrary loan will be due one month after leaving this library.

Reference books such as encyclopedias, dictionaries, atlases and some Iowa books can not be removed from the library.

Patrons may request that material be reserved for them. If the reserved item is not checked out within one week after the patron is notified of its availability, the material will be given to the next person on the reserved list or returned to the general collection.

Fines may be levied for overdue books at the rate of .05 cents per day after a 3-day grace period. Fines will be levied at the discretion of the Library Director. The computer will highlight material that is overdue. After fifteen (15) days the patron will receive a text, phone call, or email. After thirty (30) days a postcard reminder will be mailed. After sixty (60) days a letter with a bill for replacement of the item will be sent. Every month the overdue report will be run and fines assessed.

All injuries to library materials, beyond reasonable wear, and all losses will be adjusted to the satisfaction of the librarian.

Library patrons may lose library privileges for failing to return borrowed materials.

The library will obtain materials, which are not owned by the library, from other libraries participating in the SILO program through the State Library.

The Delhi Library Board of Trustees affirms that all library circulation records, individual reference material, and reading interests of patrons are confidential. Information concerning such things may be released only under the provisions listed in the Code of Iowa.

Reviewed and approved January 8, 2019

Karen Seibert: President of the Board of Trustees

Robert King: Board Secretary