

CIRCULATION POLICY

Borrowing

Anyone living in the City of Mechanicsville and Rural Cedar County will be eligible for a Mechanicsville Public Library card. Any patron of a participating Open Access library in the State of Iowa may also make use of the Mechanicsville Public Library collection. Service to eligible patrons will not be denied or abridged because of religious, social, racial, or political affiliation, or because of the age, sex, or physical capability of the patron

Library Card

To obtain a local library card, a prospective patron must provide photo identification and proof of current residence. The library staff reserves the right to refuse service to those without adequate identification. A parent or legal guardian must create accounts and provide the listed identification and proof of residence for children under the age of 14. Minors over the age of 14 without photo identification or proof of residence may have a parent or legal guardian create the minor's account.

New patrons are limited to 2 items on the account at a time for the first two months. At the discretion of the director this limit may be waived.

BRIDGES registration will only be issued to residents of the City of Mechanicsville, and rural Cedar County residents, per the contractual agreement with BRIDGES.

Patron accounts that have been inactive for 3 years and problems \$5.00 or less will be purged from the system. 5 years of inactivity on an account regardless of problems or fines the account will be purged.

Collection Access

In accord with the American Library Association interpretation of the Library Bill of Rights (June 30, 1972) the Mechanicsville Public Library shall afford minors access to all collections.

The Library participates in programs designed to provide patrons access to materials not owned, such as interlibrary loan, reciprocal borrowing agreements, and access to Internet resources.

Materials Check Out

A patron must provide a valid library card number or patron name which can be cross-referenced with library records. Only persons listed on the account will be allowed to check out. The patron assumes the responsibility for the care and return of library materials in accord with established policies. At the discretion of the library staff, a patron may be refused additional materials if it is known that they have not returned overdue items.

Loan Periods

All loans may be renewed for additional periods unless a Reserved Checkout List exists for a given item. The library reserves the right to require an item to be physically present in the library for renewals. All items may be renewed in person, by telephone, text or email unless

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required in the library. Special arrangements may be made with local school faculty or administration to permit longer term use of specified library materials for support of educational program.

Loan Limitations

- **Media & Material Objects (DVDs, Magazines, Games, Puzzles, Music CDs, etc.):** may be loaned for a one-week period.
- **Interlibrary Loans:** Four items may be in a requested or borrowed state at one time. Additional items may be requested at the Library Director's discretion. The circulation period is set by the lending library. Renewals are up to the discretion of the lending library. Items will be returned if not picked up after one week.
- **Reference Materials & Newspapers:** MAY NOT BE LOANED. Staff will offer to photocopy up to six pages free of charge.
- **E-books, downloadable Audiobooks, and all other materials from BRIDGES (online resource):** may be checked out on-line. Lending periods, renewals and return policies for these materials are established by BRIDGES.
- **All other items:** may be loaned for a three-week period.

Overdue Items and Lost Items

The Mechanicsville Public Library does not collect overdue fines. Failure to return items is considered theft of city property per the code of Iowa, Chapter 714.5, Theft of Library materials and equipment. Items which have not been returned for two months or of whom the mailing address is found to be invalid with no further contact information may be turned over to a third-party to attempt return of the items or monetary equivalence.

Overdue Notification: Patrons will be notified by telephone or mail within one month of the due date that materials are overdue. In the event a patron fails to respond to overdue notification made via mail or telephone within a reasonable amount of time, the director may choose to consider the overdue item stolen and proceed with the matter as specified by the Code of Iowa Chapter 714.5. **Lost or Destroyed Item Charge:** The patron of record will be billed for the current replacement cost of the item. Parents or legal guardians are responsible for all assessed library fees for minor children according to Iowa Code Chapter 613.16. If the item is not available for purchase through normal library options, the charge may be estimated by the librarian, based upon the average cost of a current item similar to the one lost, or based upon the value of the lost item to the collection. **Interlibrary Loan Lost or Destroyed Item Charge:** Fines and processing fees are at the discretion of the lending library.

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