

Circulation Policy

The following people are eligible for a library account at the Lehigh Public Library:

- Persons residing within the city limits of Lehigh or in the unincorporated areas of Webster County.
- Persons who reside in cities participating in, or contracting with, the state Open Access program.

All persons applying for a library account must appear in person and show photo identification with current name and address. If photo identification does not have current information, a recent piece of mail with current information will suffice. Minors under the age of 14 will need to have a parent with them to open an account. Each person is held responsible for the material checked out on his/her account. Parents/legal guardians are held responsible for materials checked out to their minor children.

The Lehigh Public Library does issue physical library cards.

The Lehigh Public Library endorses a policy of confidentiality of library registration and circulation records in compliance with Iowa Code Ch 22.7. (See Confidentiality Policy) Lehigh Public Library does offer family cards, allowing some or all members of a family to check out under the same patron number. By using a family card, there is implied consent for all users of that account to have knowledge of the transactions that occur on that account.

Lending Periods

All materials except DVDs and Reference Materials may be renewed twice, unless there is an outstanding request for the material or if the borrower has fines or overdue materials in excess of \$5.00. Renewals may be made in person, by telephone, email or Messenger. Books, Audio Books, and

DVDs may be renewed once. New Release DVDs, Periodicals, Kits, AV Equipment, and Tablets may not be renewed.

Lending periods are as follows:

- 7 Days: Magazines, all DVDs, Portable DVD Player, Tablets
- 14 Days: Books, Audio Books, CD Players, Boom Boxes, Kits
- In Library Use only: Lehigh History Material, London Times

Checkout Limits

Each individual library account may have only five (5) DVDs (2 of which can be new releases) checked out at any one time. There is no check out limit on books, magazines, audio books or reference materials; unless specified on account by the Director. Each household may have only one (1) Tablet, and one (1) Portable DVD player and one (1) CD player or Boom Box checked out at any one time. A maximum of two (2) devices will be allowed per household at any one time.

Holds

Holds may be placed on items that are currently checked out. Holds will be placed in the order in which they are received. Items on hold will be held for five (5) working days from the first notification. If item is not picked up in that time, the hold will be removed and the material will either be placed back in circulation or will be held for the next person in line.

Overdue Materials

Items will be considered overdue if they have not been returned to the library by the due date. Library materials can be returned during regular business hours or through the drop box located on the north side of the building. Patrons will receive one reminder of overdue materials with a written notice mailed to their address on file. Items that have not been returned after sixty (60) days will be billed for the full replacement cost of the material(s). A bill will be sent to their address on file and a charge will be placed on their account.

Fines

Fines are assessed for materials as follows:

- \$1 per week for DVDs
- No fines on any other items or materials, except in the case of lost/nonreturned items.

Maximum assessed fines for materials are as follows:

- DVDs: Replacement value of the DVD
- Books/Audio Books: Replacement value of the book
- Equipment: Replacement value of the item

Borrowing privileges will be temporarily suspended when fines exceed \$5.00. The length of the suspension is at the discretion of the Director. The borrower assumes full responsibility for damage, loss, or theft of Library materials. If the borrower is a minor their Parent/Guardian/Custodian assumes full responsibility for damage, loss, or theft of Library materials. The library assumes no responsibility for damage to equipment used with audio-visual materials borrowed from the library.

Materials are always available for in-house use, regardless of any fines owed.

Fees Policy

Printing and Copying Fees

The Lehigh Public Library will provide a copy machine and print capabilities that are available to the public.

The copyright law of the United States governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement. The Lehigh Public Library Board of Trustees allow staff to reserve the right to refuse to copy material if, in their judgement, it would violate copyright law.

Printing/ Copying fees are assessed as follows:

- Black/White: \$0.10 per page
- Color: \$0.25 per page
- K-12 and College students get their first 5 sheets of B/W free of charge for homework.
- There is no charge for printing/copying for civic groups.

Fax fees are assessed as follows:

- \$0.25 per page for all faxes

DVD Rental fees are assessed as follows:

- All DVD checkouts are \$1 for a seven (7) day rental period.
- There is no charge for nonfiction DVD rentals.

The library accepts the following forms of payment:

- Cash
- Check

*Policy updated with board approval 4/10/2023