

## Circulation Policy

### Borrower's Cards:

**Adult Cards-** Library cards will be issued free of charge to residents of Northwood or rural Worth County. (Residents of Minnesota and other counties may apply for a card with approval by the library director.) Residents aged 14 and older can apply for a library card by visiting the library, filling out an application, verifying their address, and providing their phone number. The applicant must show a Driver's License/Identification and proof of residence.

**Youth Cards-** Children are eligible for a library card from birth to the age of 13 with a parent or guardian's signature on the library card application. Children in the Northwood-Kensett Community School first grade classes receive their library card when they visit the library on a field trip with their teachers. The application will be sent home prior to the visit and those parents/guardians who want their child to get a library card must complete and return it prior to the field trip. Other children are welcome to apply at any time with a parent/guardian present.

**Non-Resident Cards-** The Northwood Public Library participates in the BEACON library consortium. Library cards from other BEACON libraries –in good standing- may be used to check out Northwood Public library materials. (To be in “good standing” patrons may not have outstanding fines or overdue materials from other libraries.)

*The library card holder is responsible for observing library rules and paying any charges (fines, replacement cost for damaged or lost materials, etc. See Administration policy for specifics on costs.) that may be incurred through use of the library card. IF a card is lost or stolen, please notify the library. Replacement cards may be obtained for \$3.00.*

### Use of Library Card

Patrons should present their library card or proper identification, if unknown to the librarian in charge, to check-out library materials. Borrowers are responsible for any item checked out on their card.

Persons who have another person's library card in their possession are assumed to have permission from the owner to use that card.

## **Loan Periods and Fines**

All library materials (except new DVDS) may be checked out for a 2-week period. Items may be renewed twice more unless the item is on “hold” for another patron or is more than 3 months overdue.

Senior citizens may keep their materials for as long as needed unless an item is on reserve.

New DVDs may be checked out for a 3-day period and may be renewed an additional 2 times at 3 days each unless there is a “hold” placed on the item. There is also a limit of 4 DVDs to be checked out per library card, and a limit of 1 DVD set limit on specific titles. If movies are overdue continuously for any length of time, movie privileges may be denied for any number of days at the discretion of the library director.

New DVDs will incur a fine of 50¢ a day up to \$5.00 per item.

An item overdue for more than 6 months will be charged a \$1.00 fee.

Patrons with overdue materials may not check out additional materials until the overdue items have been returned and fines have been paid.

## **Other Circulation Services**

**Interlibrary Loan-** The Northwood Public Library participates in the SILO (State of Iowa Libraries Online) and Open Access programs sponsored by the State Library of Iowa. Northwood Public Library patrons may request 2 interlibrary loans at a time (Other specific situations that require more requests at a time- i.e. college course work- will be considered by the librarian).

Materials loaned from other libraries are subject to that libraries loaning policies. Should materials be returned late, fines may be imposed by the loaning library and therefore responsible to the borrowing patron. In addition, the Northwood Public Library will charge a \$1.00 fee to any SILO item turned in late. Patrons are encouraged to request a renewal of the item through the library director prior to an item becoming overdue.

**Holds-** Patrons may place a “hold” on a title that is owned or on order at the library but currently unavailable- i.e. checked out.

**Electronic Access-** Patrons are assigned a PIN number that will enable them to access their library account from the library’s website. Holds and renewals can be completed online. The library also provides card holders with access to electronic resources via the library’s website.

**Libby/Bridges-** Library patrons may access eBooks, audiobooks, and more on their electronic devices. Visit <http://Bridges.lib.overdrive.com> to gain access.