



## **Borrowers Policy**

Fairfield Public Library (FPL) is a tax-supported institution for residents of its service area—City of Fairfield, Jefferson County, and the contracting towns of Libertyville, Lockridge, Packwood, Pleasant Plain, and Maharishi Vedic City. This policy outlines eligibility for a library card and responsibilities for use.

### **New Borrowers**

New cardholders can borrow up to three items on their account at a time for the first month. If there are no fines or overdue items on the account after one month, the account will be renewed with full borrowing privileges.

### **Residents**

Library cards will be issued to registrants who present proof of residence in the FPL service area, along with a current photo ID. Non-residents who own real estate in the service area and wish to obtain a library card must present a current property tax receipt, along with a current photo ID.

### **Minors**

A signature of a responsible parent or legal guardian is required for cardholders under the age of eighteen—Iowa Code 613.16.

### **Open Access**

Iowa residents whose local libraries participate in the Open Access program may obtain borrowing privileges at FPL. Those individuals must present proof of residence at the time of registration, along with a current photo ID.

Open Access is a reciprocal borrowing program. In compliance with State Library standards, Iowa residents whose local libraries do *not* participate in Open Access are unable to establish borrowing privileges at FPL. However, those individuals are encouraged to use library materials inside the building, to obtain guest passes for public computers, and to attend programs.

### **Temporary cards**

A person temporarily residing in the FPL service area may apply for a temporary card that allows checkout of three items at a time. Permanent and temporary addresses must be presented at the time of registration, along with a current photo ID and a refundable \$20.00 cash deposit. Temporary cardholders are responsible for returning all materials and reclaiming their \$20.00 deposits before leaving the FPL service area. Unclaimed cash deposits are forfeited when an account remains expired for a year.

## **It is your responsibility to ...**

### **Keep your library card secure**

Library cards are not transferrable. Give them the same protection as a credit card. You are financially responsible for items checked out to your account. To ensure privacy and to protect yourself from fees incurred by others, keep the card for your personal use only.

### **Report a lost or stolen card**

Prior to notifying the library about loss or theft, you are responsible for any materials that are checked out on your card. As soon as you notify FPL that your card is lost, an employee will block your account to prevent further usage until you purchase a new card for \$2.00.

### **Update your contact information**

Report changes to your name, address, email, or phone number promptly, so library notices can reach you in a timely manner.

### **Bring your library card to check out materials**

To accommodate patrons, FPL employees will check out materials without a card if the account status is active, a current photo ID is presented, and \$1.00 is paid at the time of check out.

### **Return borrowed items by the due date, in the same condition**

Late charges, replacement charges, etc. will be assessed if these requirements are not met. See the Loan and Fee Schedule for details. The schedule is available upon request, posted at the FPL front desk, and online.

### **Pay fees and late charges posted to your account**

When an account balance is \$5.00 or higher, borrowing privileges are blocked until the balance is below \$5.00 again. Accounts with unpaid fees dating over one year will not be activated at the annual renewal until the year-old fees are paid. Current-year fines below \$5.00 are still permitted at the time of annual renewal.

### **Comply with Iowa law**

**Iowa Code 613.16:** Parents or legal guardians are financially responsible for items that are lost or damaged by minors.

**Iowa Code 714.5:** Concealing library materials or keeping them for two months or more past the due date is material evidence of intent to deprive.

**Iowa Code 808.12:** Library employees are permitted to detain and search a person (including purses, backpacks, jackets, etc.) believed to be concealing library materials.

Approved by Trustees on 7/20/15