

Adopted and Revised 4/13/2019

## II. Circulation Policy

### A. Borrowers/Eligibility and Responsibilities

1. Borrowers must have a library card. It is the borrower's responsibility to return materials on time and in same condition. Library cards are free to citizens of Truro and Ohio Township. Cards from other libraries are also honored.

### B. Equipment Use

1. Equipment such as computers, copy machine, fax machine, may be used by any patron with a library card.

### C. Fines and Fees

1. Fines are assessed at 1 cent per day for each material that is overdue.
2. A charge of \$.10 for each black/white page the patron uses for personal use (copy machine or copy from computer) Fax machine is \$.25 per page
3. Fax machine is \$.25 per page
4. To develop a picture from camera is \$.50
5. To print color, the charge is \$.50 per page

### D. Open Access

1. Patron outside of Ohio Township or City of Truro, may use all library services providing they have a valid library card and picture ID.

### E. Registration

1. A parent or guardian may register and receive a library card at the Truro Library. The card will contain the names of all members in the household, address, and phone number. Picture ID may be requested.
2. Each card is assigned a number.
3. The patron and Librarian use that number when checking out materials or using the library equipment to identify user.

### F. Confidentiality of Records

1. Registration cards are confidential and used only by Library staff to verify numbers or to contact patrons about Library matters.
2. Further statement: Ref: Iowa Law enacted 1983-ALL LIBRARY RECORDS ARE CONFIDENTIAL. NO RECORDS of library use will be released to any

inquiry. This includes all materials available. (Books, magazines, CD's, etc.)

3. The Librarian is in charge of maintaining confidentiality of all records.

#### G. Loan Periods

1. Materials are loaned for 1 week, except recent newspapers, which must be read in the library.
2. There is no limit to the number items that can be checked out at one date, providing the card holder is in good standing.

#### H. Lost/Damaged Materials

1. The patron will be assessed an amount of the cost of replacement of any materials that are lost or damaged, depending on the age and condition of the item when it was checked out.

#### I. Renewals and Reserves

1. Material may be renewed for 2 times (1 week at a time)
2. Renewal may be in person or by phone.
3. The Librarian maintains a list of requests for items. When the item is returned, the Librarian calls the next patron on the list.

#### J. Inter Library Loan

1. If the Library does not have certain material requested by a patron, the Librarian can request the material from another library. The circulation period is set by the lending library.