

Circulation Services

West Liberty Public Library Board Policy

1/09

Issuance of Library Cards

1. Cards may be issued to any resident of the State of Iowa at no charge. Current identification and proof of address must be shown at the time of application.
2. Children under the age of 14 require a parent's signature on the application form.
3. A new cardholder may check out two items the first time, no limit thereafter.
4. A photo will be taken and added to the account for identification purposes. Actual plastic cards are issued on request.

Circulation of Materials

1. Books, magazines, and audio books circulate for three weeks. They may be renewed, if not reserved, for an additional three weeks by calling, using the on-line catalog or bringing items to the Library.
2. Current issues of magazines do not circulate.
3. DVD's/video games circulate for one week and patrons are allowed two DVD's, two video games, or a combination of two per card. They may be renewed, if not reserved, for an additional one week by calling, using the on-line catalog or bringing the items into the Library.
4. Microfilm and Archives are not to be loaned. These items are LIBRARY USE ONLY.
5. Patron assumes responsibility for all items checked out on his/her card.

Fines and Fees

1. Fines are \$.10 per day on books, magazines, and books-on-tape.
2. Fines are \$.50 per day on DVD's and video games.
3. Patrons will replace lost or damaged items at current replacement cost. A processing fee will also be assessed as follows:
 - a. Paperbacks and magazines \$2.50
 - b. Books and all video and audio material \$5.00

4. No patron will be charged in fines more than the replacement cost. Example: Fine is \$50 on a DVD patron may only pay \$15 to replace the DVD.
5. A patron may not check out materials, nor use the computers if he/she has fines.

Reserves

1. Patrons may reserve items by calling or coming into the Library and placing their name on a list. The Library will then call the patron when the item comes in.
2. The reserved item is held for two working days at the main circulation desk. If not picked up, it is then given to the next person on the list or put onto the shelves.

Interlibrary Loan

1. Patrons may request items from other libraries by filling out an Interlibrary Loan Request Form at the main circulation desk.
2. A fee of \$1.00 is charged per transaction and paid at the time the item is picked up.
3. A patron will be charged full postage cost if the interlibrary loan item is not picked up.
4. If materials are loaned from out-of-state a fee may be charged by the lending library. The requesting patron is responsible for the fee. The patron will be notified before the request is completed.
5. Interlibrary loan materials can only be renewed by the Interlibrary Loan Department.

Special Arrangements

Special arrangements may be made with the Library for schools, businesses, and organizations for the use of library materials. These arrangements are made with the approval of the Library Director.