

MISSION STATEMENT

The Algona Public Library will act as a center to provide materials and services to help meet the informational and recreational needs of all patrons.

CIRCULATION POLICIES

Borrower's Cards

Persons holding a current Algona Public Library card, **or consortia card**, in good standing may check-out library materials and use the computers.

Youth cards are issued to individuals from birth to 18. From birth to 13 the Library card will held at the Library's Circulation Desk; after turning 13, youth will be given their Library card to keep in their possession. A parent, grandparent, or legal guardian must sign the registration card for children up to age 13; from age 13 to 18 the youth may obtain a library card without the signature of an accompanying adult. The person signing for the child's card, or the legal guardian, is responsible for the materials checked out on the child's card up to the age of 18.

Upon turning 18 patrons will need to apply for an adult Library card.

Valid proof of identification is required to receive a Library card. Valid proof of identification is considered to be an officially issued photo ID such as a driver's license, passport, etc. Persons living in a residential facility may provide proof of residence as valid proof of identification. If the person applying for a card is under 18 and does not have a photo ID, a parent, grandparent, or legal guardian with a photo ID may vouch for the identity of the person applying for a card.

Replacement cards may be obtained free of charge.

Patrons must present their library card or picture identification (if they have a library card but do not have it with them) in order to check-out library materials.

Borrowers or a youth's legal guardian are responsible for any item checked out on their card. Fees may be waived at the director's discretion.

If a card is lost or stolen, the borrower must notify the library. Upon such notification, no materials will be loaned on that card.

Holds

Holds are taken on titles which are owned or on order. Holds are made only at the specific request of a patron.

Items on hold will be kept for pick-up for four (4) working days.

Outreach Services

The Algona Public Library will provide, upon request, delivery of materials to homebound persons. Patrons requesting homebound services must provide a safe and appropriate environment for staff members or volunteers who make deliveries to the home. Library materials will be delivered directly to the patron, their designee or by USPS. Patrons registered for homebound services may call or email the Library to request specific titles or to request materials based on reading preferences. Homebound services are provided at no cost to the patron.

Institutions may have, at their request, batch loans on a four-week loan period. This consists of 25-30 books rotated by library staff.

Institutions may also have group library cards, which allow multiple people to check out materials under the name of the institution. Upon setting up the card, the institution will need to provide the library with a list of people who are allowed to check out materials out under their name. It is the responsibility of the institution to notify the library when that list changes. Anyone wishing to check materials out under an institutional name will need to provide identification to confirm they are on the provided list.

Interlibrary Loan (ILL)

ILL privileges are available to Algona residents and residents of rural Kossuth County with a current Library card in good standing. Open Access patrons and/or patrons residing outside of Kossuth County are ineligible to use Algona Public Library's ILL service.

There is a maximum limit of 10 active ILL requests per card.

There is no charge for most ILL requests. If a lending library charges fees to loan their materials, we would proceed only with pre-approval of the cost from the requestor.

If an item is lost or damaged, the borrower is responsible for the replacement cost plus any additional processing fees assessed by the lending library. Algona Public Library staff will contact the lending library to determine that amount.

Due dates are determined by the lending library and posted on each item.

Enrich Iowa Programs

The Algona Public Library participates in the Enrich Iowa program sponsored by the State Library of Iowa.

Equipment

The following equipment is for patron use at no charge:

1. Typewriter to be used in seminar rooms.
2. Projector, television, DVD player and VCR for use by organizations meeting at the library.
3. Computers.

There may be a charge for the following:

1. Photocopying and printing
2. Fax machine
3. Printing of Microfilm

Circulation Periods

1. DVDs – 4 Days – Limit to 10 per patron
2. Puppets and Discovery Packs -- 14 days
3. All other circulating items-- 21 Days

Items may be renewed twice unless the item in question is on reserve for another patron or is more than 2 months overdue.

The size of our collection and demand for specific materials--for special class projects, seasonal items, etc. may require a limitation on number of items checked out by any one person. The loaning of these materials will be left to the discretion of the Director.

Overdue, Lost, or Damaged Library Materials

A public library exists to serve the community and is based on the concept of sharing. When that is violated the Algona Public Library will pursue all legal avenues to retrieve library materials and property that are overdue, lost, stolen, or damaged. Outstanding balances in the amount of \$50 or more of materials overdue by 60 days or more shall be turned over to a collection agency. Notification will be mailed to patrons before the account is turned over to the contracted collection agency.

Patrons having overdue items may not check-out materials or use the computers until the overdue items have all been returned and/or payment has been received for lost items. Lost items are considered to be those that the patron concedes cannot be located or have been checked-out for more than 2 months.

When library materials have been lost the patron will pay the replacement cost. The Director will determine the amount of damage to be assessed in the case of damaged materials. At the discretion of the Director, patrons may be able to provide a replacement copy in lieu of payment.

At the discretion of the Director, patrons may be able to reduce their fees through volunteering at the Library; for every hour spent volunteering at the Library, \$4 will be deducted from a patron's fees. Patrons under the age of 18 may also read down their fees; for every hour spent reading in the Library, \$1 will be deducted from a patron's fees. This applies only to fees for lost or damaged items and does not apply to fees for services.

Payments are considered final. No refunds will be given if the item is later found.

Withdrawal of Materials

Materials which are no longer useful in the light of the objectives of the Algona Public Library will be weeded from the collection according to accepted professional practices.

Factors to be considered in the weeding process shall include:

1. Usage--based on the frequency of circulation
2. Literary merit
3. Accuracy of material
4. Community interest and availability of other material on the subject
5. The physical condition of the material

The Director shall dispose of weeded material in an appropriate manner.

Adopted: 10/21/92

Revised & Adopted: 8/16/95; 11/11/98

Weeding policy: Revised, Adopted, & Added to the Circulation Policy: 12/09/98

Reviewed & Retained: 11/14/01

Revised & Adopted: 11/10/04; 8/10/05; 2/8/06; 4/11/07; 12/10/08; 12/16/09; 10/10/10

Revised & Adopted: 8/14/13

Revised & Adopted: 3/8/17

Revised & Revised: 10/11/17

Reviewed & Revised: 8/8/18