

## ALGONA PUBLIC LIBRARY POLICIES

### 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 in good standing may check-out library materials and use the computers.

Children are eligible for children's cards from birth through second semester of 5th grade. A parent or guardian must sign the registration card for children (\*except as noted).

\*Children visiting from out of town may obtain a library card with the signature of the adult with whom the child is staying.

\*Children who are accompanied to the library for regular visits by someone other than a parent or guardian may obtain a library card with the signature of that adult.

*\*In each case the adult other than a parent or guardian must be willing to take responsibility for the materials checked-out on the child's card.*

Local patrons entering 6<sup>th</sup> grade will be issued an adult library card.

Valid proof of identification is required for an adult card. Valid proof of identification is considered to be an officially issued ID such as a driver's license, credit card, activity ticket, retail membership card, etc.

Replacement cards may be obtained free of charge.

Patrons must present their library card in order to check-out library materials. Borrowers are responsible for any item checked out on their card. 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.

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

### **Access Plus and Open Access Programs**

The Algona Public Library participates in the Access Plus and Open Access programs sponsored by the State Library of Iowa. Items borrowed through Access Plus will be held for four (4) working days for patron pick up.

### **Equipment**

The following equipment is for patron use at no charge:

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

There may be a charge for the following:

1. Photocopies
2. Fax machine
3. Computer paper
4. Microfilm reader-printer paper

### **Circulation Periods**

1. Videos & DVDs – 4 Days except new releases
2. Videos & DVDs – New Releases \* – 2 Days
3. High demand items \*\*--14 days
4. All other circulating items-- 4 weeks

Items may be renewed once 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.

\* A New Release is defined as any item new to the library for 2 months or less.

\*\*As designated by the Director.

### **Overdue, Lost, or Damaged Library Materials**

The Algona Public Library will pursue all legal avenues to retrieve library materials and property that are overdue, lost, stolen, or damaged.

Patrons having overdue items may not check-out materials or use the computers until the overdue items have all been returned and 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.

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

Revised & Adopted: 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  
Revised & Adopted: 8/10/05  
Revised & Adopted: 2/8/06  
Revised & Adopted: 4/11/07