**Circulation Policy**

**Patron Eligibility & Registration**

The service area for the New Hampton Public Library is defined in Article IV of the Constitution. While its primary clients are residents of New Hampton and Chickasaw County, other Iowa residents may access its collection by interlibrary loan or by registering through the State of Iowa Open Access program.

New patrons must supply their name, address, and phone numbers. New accounts will be limited to a maximum of three items at a time for a three-month conditional period or one item per family member using the card, whichever is greater. Patrons are responsible for notifying the library of any change of address or phone numbers. Visitors to a local household may use the account of their host with the permission of that person. The registered patron shall bear responsibility for any lost or damaged items.

Students below 3rd grade are encouraged to use their family account. When a child enters Grade 3, parents may register their children for their own accounts. Parents are responsible for monitoring the number of items and the nature of materials their children check out.

Temporary residents must complete the registration form and provide a permanent address and the name of their hometown library. In addition, temporary residents are limited to three items.

**Loan Periods**

The following circulation periods will apply to library materials:

Books 2 weeks

Audio CDs 2 weeks

Puzzles/Games 2 weeks

Back issue magazines 1 week

DVDs 1 week

Art prints 2 months

Genealogy in-house only

**Renewals and Reserves**

Items may be renewed twice by phone, online, or by bringing the items into the library. Additional renewals are possible for items that not in high demand. Items that are on reserve may not be renewed.

A patron may request items be reserved at the circulation desk or online via the website.

**Interlibrary Loan and Open Access**

The library participates in the State Library of Iowa Open Access program as well as Bridges. It makes its collection available through Open Access.

A local patron may access collections of other libraries either by visiting them as an Open Access patron or by requesting an interlibrary loan. The staff will process the request in a timely manner to meet the patron’s need and notify the patron when the item arrives. They library will abide by the interlibrary loan policies of the state and regional libraries and loan periods set by the lending libraries. The staff will request items through the Iowa Shares Van at no cost to the patron. When not possible, the library will use the USPS and assess a $3 fee allowed by the State Library of Iowa Interlibrary Loan Contract.

Open Access patrons should make interlibrary loan requests at their own libraries.

**Overdue Notices and Material Replacement Costs**

There are no fines for overdue items. Patrons will be charged for lost items or those damaged beyond normal usage. Patrons will receive a call from the library 7-10 days after the due date. If the items are not returned, the patron will receive a letter by mail with the cost of items listed. If items are still not returned the patron will receive a final bill that has the cost of the book plus $10 per item for processing which includes re-ordering, cataloging, book jacket or covering, new barcode, etc.

If the patron does not respond to the bill, their library privileges may be restricted to in-house use. The patron and library director may work out a method and date for reinstatement of privileges. Under Iowa law the library can pursue appropriate collection efforts.

There will be a $20.00 service charge on returned checks.

When an unusual situation or emergency hinders the return of library equipment or materials, the patron should make arrangements when checking out or call as soon as possible to arrange for the return.

Patrons with chronic over dues may be limited to the number of items they may checkout at one time at the director’s discretion.

**User Fees**

We do not charge late fees for overdue materials.

The library board has established the following fees:

Black and white copies/prints $.15/page

Color copies/prints $.50/page

Fax $1.00 1st page and $.50 for additional pages

Genealogy searches $10/hour is suggested plus copy fees

VHS Conversion $1/disc (limit of 5 at a time)

*\*Updated February 2023*