

Circulation Policy

Library Card

Library cards are issued free to residents of Sumner and rural Bremer County over six years of age. Applicants must show proof of current name, address, and a photo ID in order to obtain library privileges. A current phone number, email address, and photo are encouraged to provide proper communication and identification of card holder. Minor children under the age of 14 must also have a parent or legal guardian signature on application in addition to proof of current name, address, and a photo ID. The Sumner Public Library participates in the State of Iowa Open Access Program. Iowa residents living outside of the City of Sumner and rural Bremer County may obtain library privileges in the same manner as Sumner and Bremer County residents but will not receive a physical card unless requested. A library card or photo ID must be presented each and every time a patron wishes to use the services of the Sumner Public Library.

A \$2.00 fee will be charged to replace a lost card. Library cards expire every three years to update account information and may be renewed without charge. New cardholders will be automatically be on probation status.

Probation status cardholders are limited to 5 items (only 1 of which may be a DVD) checked out at any time for a period of three months. The account will be up for review at the end of this time period. If the account is found to be in good standing*, the account will be removed from probation status. Accounts may be designated probation status at any time for excessive late returns, damaged items, and fines. If a borrower has overdue items or late charges, borrowing privileges will be restricted. The Library Director has the discretion of limiting circulation privileges if an immediate family member or person living in the same residence as a patron, has excessive fines or lost/damage charges. **Account in Good Standing: Checked out items are returned on time, in good condition and/or fines are paid promptly.*

The use of the Library or its services may be denied for due cause. Such cause may be failure to return items in a timely manner or to pay penalties, destruction of library property, disturbance of other patrons, or other objectionable conduct on Library premises. Library privileges may be revoked at the discretion of the Director. (See Conduct Policy)

Late Fees

Fines are .05 per day per item for most items with a maximum per item up to the cost of the material. Fines for DVDs, Backpacks, Crafting Kits, Ear Buds, Flip Video Cameras, Launchpads and Tablets are \$2.00 per day per item with a maximum up to the cost of the material. Fees charged for lost or damaged items are the replacement cost plus \$2.00 processing charge per item.

Material	Fee	Loan Period	Renewals	Overdue Fine	Max Fines
Books	None	2 weeks	2	.05 per item/per day	To cost
Books on CD	None	2 weeks	2	.05 per item/per day	To cost
CDs	None	1 week	2	.05 per item/per day	To cost
DVDs/Videos	None	3 days	2	\$2.00 per item/per day	To cost
NF DVD/Videos	None	1 week	1	\$2.00 per item/per day	To cost
Magazines	None	1 week	1	.05 per item/per day	To cost
Cake pans	None	1 week	2	.05 per item/per day	To cost
Puzzles	None	2 weeks	2	.05 per item/per day	To cost
Back Packs	None	2 weeks	1	2.00 per item/per day	To cost
Crafting Kits	None	1 week	1	2.00 per item/per day	To cost
Flip Video Cameras	None	1 week	0	2.00 per item/per day	To cost
Launchpads & Tablets	None	1 week	0	2.00 per item/per day	To cost
Ear Buds	None	1 day	0	2.00 per item/per day	To cost

Overdue Materials

Patrons are notified by email/phone when an item is 7, 14, and 21 days overdue. A letter is sent when an item is four weeks overdue stating number and type of items and date due, and a deadline to respond before items are declared lost and replacement fees charged to patron account. When an item is eight weeks overdue a certified letter is sent with a notice of Iowa Code 702.22, 714.5, and 808.12. In the event that the materials are not returned, legal action will begin to recover the item(s).

Renewals

Items may be renewed by phone, e-mail, online, or at the Library. If there are overdue items, fines on the patrons account or if there is a reserve on the item; a renewal cannot be made. Most items can be renewed two additional times from the original checkout. New items in circulation less than 4 months cannot be renewed.

Reserves

In the event a book or other material wanted is checked out, a reserve may be placed on the item. When the item becomes available, the patron will be notified by phone or email. The item will be held in reserve for three days. If the item is not picked up within three days, it will be given to the next person on the reserve list or put back into circulation. A maximum of 5 titles may be on reserve for a patron at any one time.

Interlibrary Loans

The Sumner Public Library participates in interlibrary loan with libraries around the state and nation. Any Sumner Public Library cardholder in good standing* may request materials not

owned by the Sumner Public Library through interlibrary loan. A request form must be filled out and a charge of \$2, to help defray the cost of postage as allowed by the State Library of Iowa, must be paid before the request can be processed. If for some reason the material requested is not available, the \$2 fee will be refunded.

Open Access

Sumner patrons may borrow materials from another Iowa public library that participates in Open Access and return them to the Sumner Public Library. Patrons outside of the Sumner area can check out materials from the Sumner Public Library and return them to another participating Iowa library.

Computer Usage

To use the computers patrons need to have a current library card in good standing*. Before checking out a computer, patron must read the computer/internet policy and sign the computer use form. Children under 10 years of age need a parent with them when using the computers.

Copier/Printer/Scanner/Fax

A Copier/Printer/Scanner/Fax machine is located at the end of the circulation desk and is attached to the public access computers. Users must pay for all pages printed. Current costs are displayed on the machine for copies, printing, scanning, and faxes.

Microfilm Equipment

The Library has a microfilm viewer to view the collection of microfilm. Patrons must check out the machine and microfilm at the circulation desk. Requests for research will be directed to the Bremer County Genealogical Society.

AWE Computer

This children's computer containing educational games and activities may be used without a library card and is intended for children ages 2 and up.

Magnisite Visual Enlarger

A visual enlarger machine is available for use by anyone within the library and is located in near the periodicals section of the library.

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