

## Student Access Cards Policy

Hawarden Public Library will provide students in the West Sioux School District with limited access cards to access to digital resources and provide limited checkout privileges. The following policy will outline the rules and regulations surrounding this card type.

### Who is eligible?

Any Middle or High School student will automatically receive this card upon entry into 6<sup>th</sup> grade. Upon graduation, students may convert to a full privilege card by presenting the card, and a State or Government issued ID and proof of current address.

Lower grades may be eligible to receive a student access card based on the discretion of the school district or teacher.

Students who already have full privilege cards are still eligible to have a student access card. Any fines or fees on a full privilege card will not impact the full use of the student access card.

### What resources are available to student access cards?

All Digital resources provided by the Hawarden Public Library will be available to student access cardholders.

Students may present their student access card to library staff to access internet computers within the library. Please see Internet Use Policy for full information regarding internet computer access.

Students may present their card to library staff and check out 3 physical books at a time. For special projects, students may request additional item limits from the Library Director.

Books check out for a standard loan period of 3 weeks, unless the student requests a longer loan period to accommodate a school project, up to 9 weeks (standard checkout plus two renewals)

### Lost, Damaged or Late Materials Fees

If an item becomes damaged while checked out on the student's card, replacement cost of the item will be assessed on the card, and the student and school will be notified.

Two weeks before the end of each Semester, Library staff will assess a replacement cost fee to the account for any item that is more than 6 weeks overdue, and the student and school will be notified. Students may return the items and only pay overdue fees of \$2.50/item.

Students will receive email notification of items becoming due 3 days in advance, and may request renewals through the public library.

Overdue fines will be assessed after a 3-day grace period after the item is due at the following rate: .10/per item, per day, with a \$2.50 maximum per item. Borrowing privileges will be suspended for accounts with more than \$5.00 in fines or fees.

If a student loses their card, a \$2.00 replacement fee will be charged.

## Delivery of items to school

For students that experience difficulties in getting to the library for materials, they may request titles via email to [wsrequest@hawarden.lib.ia.us](mailto:wsrequest@hawarden.lib.ia.us) or through their teacher or school secretary. Requests must include title, author, student name, grade, and ID #. Once a week, library staff will make deliveries to the main office and pick up any items that are ready to be returned.

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