

Circulation Policy

To checkout materials from the Hawarden Public Library, the patron must have a current Hawarden Public Library card in good standing.

Borrowers agree to accept full financial responsibility for materials for the duration of the checkout period, including failure to return the materials, and any damage incurred through abuse or misuse. By checking out an item, patrons agree that if the item is lost or stolen while checked out to them, the patron is responsible for the cost of its replacement.

Library cards may only be used by the person to which they are issued. Failure to comply may result in loss of borrowing privileges.

Getting a Library Card

Library cards are issued immediately if you have a photo identification with proof of current residential address at the time of application. If the photo identification bears a current physical address, that is sufficient to get a card. A post office box is not a sufficient address. Mail may be used as proof of address if it has been postmarked within 30 days of the current date for those not having ID with current address..

Persons eligible for library cards must be a resident of Hawarden, Ireton, or rural Sioux County. Limited access cards without access to Bridges (Overdrive) and Gale databases may be issued to those residing outside of our normal service area.

Children who fit the residence requirements and are at least 5 years old and able to write their full name are eligible for a library card according to the discretion of their parents or legal guardian. Parental signature is required for persons under age 12. Responsibility for a child's selection and return of materials, and any fines or charges accrued on the child's card, is held by the parent or guardian of the child.

Older children not accompanied by a parent need to provide full name, address, phone number, and date of birth or have photo identification (like that issued at school or driver's permit/license) and address verification (mail recently sent to the child is acceptable.) Another way to verify the child's address is for us to send the library card to the child's address. If proof of address is not present at the time of application, checkout may be limited to two items until the child receives their physical library card in the mail.

If a person forgets his or her library card, it is possible to borrow materials once with photo identification. Borrowers must present their library card the next time they borrow materials, or purchase a replacement card for a fee of \$2.00.

Borrowing Limits, Loan Periods, and Fines

Hawarden Public Library places limits on certain material types to ensure patrons get the maximum benefit of our collection. The limits below extend to most library users. All physical items are also assigned a length of time that they may be checked out for, to ensure that as many patrons as possible may enjoy our collection. Renewals are granted only on items that are not reserved for another patron and are limited according to the following

guidelines. Overdue fines will be assessed to patrons for certain items that are returned after closing on the due date. The Library imposes fines only on days when the Library is open. Library patrons with \$5.00 or more in unpaid fines and fees shall have borrowing privileges suspended until fines equal less than \$5.00. Certain card types, such as Student Access Cards, and Teacher cards, as described in this policy and our Student Access Card policy may deviate from the below table in the privileges assigned to those specific card types. Overdue items may prevent access to computer usage and further checkouts until they are returned, it is advised that library users keep their account current with prompt payment of fines and returning books in a timely manner.

Material Type	Checkout Limit	Loan Period	Renewals Available	Fine	Maximum Fine per item	Billed for Item
Magazines	15 per card	3 weeks	2	.10 per item/per day	\$2.50	60 Days overdue
DVD's (including Adult, Juvenile & Christmas)	5 Per Card, excluding Student Access Cards	1 week	1	.50 per item/per day	\$5.00	60 Days overdue
Adult Books	No limit	3 Weeks	2	.10 per item/per day	\$2.50	60 Days overdue
Juvenile Books	No limit	3 weeks	2	No fine	No fine	60 Days overdue
Juvenile Audiobooks	No limit	3 weeks	2	No fine	No fine	60 days overdue
Juvenile Magazines	15 per card	3 weeks	2	No fine	No fine	60 days overdue
Young Adult Books	No limit	3 weeks	2	No fine	No fine	60 days overdue
Adult Playaway Audiobooks	3 per card	3 weeks	2	.10 per item/per day	\$2.50	60 Days overdue
Juvenile Playaway Audiobooks	3 per card	3 weeks	2	No fine	No fine	60 Days overdue
Juvenile Launchpad Tablets	1 per card, adult only	In library use only	n/a	n/a	n/a	n/a

Educational Loans

Items borrowed for use in an educational setting; a classroom, daycare or home-schooling situation, may be checked out for an extended period to meet the needs of a given project. A teacher or other education professional may request an extension at the time of checkout. Extensions are at the discretion of the Library Director, and may not be granted on high-demand materials. The individual borrowing the items is responsible for their return to the Library and any late fees that accrue.

Reserves

Patrons may place reserves or holds on items at the library, over the phone, or through our online catalog. Reserves can only be placed on items which are currently checked out or otherwise unavailable. Once an item becomes ready for a patron, the library will notify them by phone call, text, or email that the item is available for them to pick up. Patrons have 7 days to pick the item up or it will be moved on to the next patron waiting or returned to the shelf.

Overdue Notification

Hawarden Public Library will provide the following notifications to patrons about upcoming and overdue items. All communications will only include number of items, and their type, without titles. Patrons may access their account, or call the library for exact titles:

1 day prior to being due: Text/Email notification, if the library has the information on file.

1 day overdue: Email notification, if the library has the information on file.

2 weeks overdue: Letter from Library stating number and type of items and date due.

4 weeks overdue: Letter from Library Director 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.

60 Days overdue: Items are declared lost, replacement costs are charged to account.

We encourage patrons to sign up for text or email notification about items being due so that they may receive ample warning before fines are assessed. In the event that emails are returned for delivery failure, we will attempt to contact the patron with other contact information provided.

Lost Materials

Items will be declared lost 60 days after the due date for the item. At that time replacement costs will be assessed on the patron record and borrowing privileges will be suspended until items are paid for or returned. Replacement fees are non-refundable; once items are paid for they cannot be returned for a refund.

Damaged Materials

In order for as many people as possible to enjoy our collection, we will impose fees to replace unusable materials if they are damaged while checked out on your card. We understand that repeated, normal use could make an item unusable, and will do our best to determine whether damage is the result of normal use or avoidable damage. Replacement cost will be assessed in the following manner:

Books	Retail price
Periodicals	\$5.00
DVD's	Price Paid
Audiobooks	\$10 per disc or retail price, whichever is less

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