



Circulation Policy

#1. Borrowers Eligibility/Responsibilities:

The Sioux Center Public Library Board of Trustees subscribes to a full Open Access Policy. Any person upon presentation of proper identification, regardless of place of residence, is eligible for a library card. Residents of Sioux Center or Rural Sioux County have full access to the library's physical and digital collection for free. Out-of-state patrons who wish to use the library will be charged a yearly fee of \$60.00 for physical items only. Iowans who do not live in Sioux Center or rural Sioux County have free access to the library's physical collection as part of the Open Access program. Exceptions to this policy will be up to the board's discretion. Library use privileges may be revoked for continued violation of rules and regulations.

#2. Registration

All library patrons [Adult, Child, and/or Agency] are required to fill out and sign a patron registration card, show photo id or other acceptable proof of identity, and proof of address. Such signature indicates that:

"I understand that (by signing to validate my library card to [date] that) I am responsible for:

- Presenting this card when checking out material.
- All materials borrowed with this card.
- Choices of material borrowed with this card.
- Not lending this card to others.
- Payment of all fines & for lost or damaged materials borrowed on this card.
- Notification of loss of card or change of address.
- Following all library policies.

Signature of Patron

Signature of Parent/Guardian [for children under age 10]

Minors age 10 and older are eligible to get a library card without a parental signature if they:

1. Can fully & completely fill out the library card application form.
2. Can verify their address. Acceptable forms of verification include: mail addressed to them, proof of address postcard, or verifying with the school.

Until proof of address is obtained, patrons will receive limited services. They will only be allowed to check out three items until the proof of address is received. If proof of address is not received in 30 days the registration will expire until verification is received. There is a \$2.00 replacement fee for all lost library cards. There will be no charge for replacement of a damaged card if the patron can produce the remnants of the damaged card and the librarian on duty at circulation determines that it was the fault of the card and not the patron.

The library will conduct re-registration of patrons on the following basis:	
Adults/Children	As needed to keep cards current. (annually)
Interlibrary Loan	Original will be kept at library-No re-registration will be conducted.
Staff	At time of employment status will be as Staff. Will maintain Staff standing with 15 or more years of service--all others will be changed to the appropriate status as needed. Staff family are also included. For staff under 18 years of age, family is defined as anyone living in your home. For staff over 18 years of age, family is defined as spouse and children living in the home.
Education/Homeschool	Issued to teachers and homeschool educators. May be used for classroom material only.
Board	Same privileges as Staff during term of service on Library Board.
Dordt/NW Students	At date of graduation will be changed to adult or be removed from the system.

#3. Confidentiality of Records

The Sioux Center Public Library Board of Trustees affirms that all library circulation records, individual reference requests, and reading interests of patrons are confidential. This information shall not be available to any agency of state, federal or local government except pursuant to legal process, with proper showing of good cause in a court of competent jurisdiction. Library cards applications are now scanned and stored in our checkout system for reference.

Section 22.7 (13), Code of Iowa, provides that libraries may not reveal to a third party the titles of items another patron has borrowed. This law includes materials borrowed by children and requests by their parents for this information. Parents asking about children's cards can be told when the items are due, but giving out information such as titles is at the discretion of the Director.

(See attachment)

The library will release information to the parent or guardian of a minor child for the purpose of recovering overdue materials and settling accounts for lost, late, or damaged materials, and for other matters related to the recovery of material or charges incurred by minor children for which a parent or guardian may be considered liable. However, information will not be provided to the parent or guardian who is merely attempting to determine what library materials a minor child is using.

#4. Interlibrary Loan

The Sioux Center Public Library Board of Trustees supports participation in and use of regional, state and nation-wide interlibrary networks. The library is a member of Open Access and Access Plus programs with the State of Iowa.

Requests for loans:

Patron requests will be made by filling out an interlibrary loan request form available at the circulation desk or online. Patrons must live in Sioux Center or be Sioux County residents. Librarians will give the request to our interlibrary loan librarians. Interlibrary loan librarians will determine the validity of the request and in the case of high-demand, reference, or new materials may at their discretion forward it to the director for further evaluation prior to ordering.

Effective October 12, 2021, interlibrary loan material shall be free of charge to borrow from other libraries if the Sioux Center Public Library can receive the material from the Iowa Shares program

offered by the State Library of Iowa. Requests for multiple copies for book clubs will be assessed a \$2 fee per book. If the Sioux Center Public Library has to cover postage for the material, then the patron will be assessed a \$2 fee in order to help defray the cost of postage.

The patron assumes full responsibility for any fees associated with the obtaining of materials and for all fees for late, damaged, or lost materials.

Patrons must be in good standing to order materials through interlibrary loan.

Borrowers:

The Sioux Center Public Library Board of Trustees as part of the library's participation in Open-Access and Access-Plus has approved the loaning of library materials to other libraries on SILO (State Library of Iowa Online database). When the lending form is received, the librarian will determine the validity of the request and locate the material if it is available.

Agreeing to lend high-demand, reference, or new materials is at the discretion of the ILL librarian or the director.

#5

Loan Periods	Checkout Period	Renewals
Books, Books on CD, CDs	2 weeks or 9 day for high demand	5
Magazines	1 week	5
Library of Things	1 week or 90 days depending on material type	5
DVDs, Video Games	1 week or 3 day for high demand; Limit 7 per card	5
Projector	Special Checkout Period	No Renewal
Non-Circulating Materials		
Newspapers		In House Use Only
Genealogy		In House Use Only
Internet Computers, iPads		In House Use Only

*After patrons reach their limit for renewals, they need to physically bring the item back into the library for a staff member to see and either check in or check out again. After this, they may immediately check the item back out if it is not on reserve for another patron.

A longer loan period, if needed, can be arranged with a request to the librarian on duty at the circulation desk.

#6. Fines

All materials will be charged a late fee of \$.10 per day, with the exception of the projector/projector screen which will have a fine of \$1.00 per day.

Fines: Will not exceed one half the price of the material.

Emails will be sent monthly to patrons with fines over \$5.00. Mailed letters will be sent quarterly to patrons with fines over \$10.00. Patrons with a total fine balance in excess of \$5.00 will not be allowed to check out any materials on any card associated with their name.

Patrons who refuse to pay library fines may be prosecuted through Small Claims Court.

a. Delinquent Material:

Delinquent materials include books, magazines, computer programs, DVDs, CDs, and other general library materials. Notice will be given to the patron via email or a text message that the materials are overdue within 1 day after their due date if they have signed up for notification online through Atrium. If not, notices will be sent out monthly including items 10 days or more overdue. Two attempts will be made to contact patrons about the missing/overdue items but if we have an incorrect phone number or address, we may not be able to reach patrons. If the materials are not returned the next month when overdue lists are generated, a letter will be sent via mail notifying patron of items that are overdue more than 2 months. If items are not returned within 2 months of the date of the letter, the provision of Iowa Code #714.5 shall apply. (See copy posted in the library.) The first and second notice may be by telephone, email, or by letter. The third notice under Iowa Code #714.5 shall be by restricted certified mail or by personal service and include the following information:

“We are writing to let you know of item(s) that you have checked out on your card that are now past 60 days overdue and need to be returned to the library. As of the date of this letter, we have reached out to you numerous times in regard to these items. We understand that items can go missing and if that is the case, you may stop in to cover the replacement charges. However, if you have not returned or paid for the item within two months from the date of this letter, we will be obligated to contact law enforcement and follow up with appropriate prosecution as provided by statute. (*Iowa Code #714.5*)

Once an item passes 2 months overdue, according to Iowa Code, it is considered theft. Since the library has not received any correspondence or response to the notices sent to you, this is your formal and official notice as required under Iowa Code #714.5. That law is part of the theft provision of the Iowa law and provides in relevant part that materials which are not returned within two months shall be evidence of intent to deprive. The cost of this certified mail or personal service will be added to the fine or other delinquent amounts.

Please contact us soon in regards to these items by either stopping in or calling 712-722-2138. If you do not feel like you can pay the entire replacement cost, we are willing to work with you on a payment plan to show a good faith effort. Either way, we need to hear from you within 2 months of the date of this letter or further action will be taken as provided by the statute.”

Overdue notices will be handled privately and confidentially by the library staff.

#7 Credit on Accounts

Patrons may apply up to a \$5 credit on their account. Credits will not be refunded and will automatically be applied to any fines that accrue on the account.

#8. Lost or Damaged Materials

Patrons who have lost or damaged library materials will be required to pay the replacement cost and the \$5.00 processing fee listed in the library catalog. Refunds will not be issued for items found after the fine was paid.

Fines assessed for damaged materials will be at the decision of the librarian on duty.

Minimum fine will be \$1.00. A fine of \$2.00 will be imposed for material returned without a barcode.

#9. Reserves on Material

The library will place a RESERVE on any material that it owns or that is on order from a vendor, for any patron holding a valid Sioux Center Library Card.

The patron may use the OPAC (Public Access Catalog) to place their own reserves on an item, they may call the library to enter the reserve or they may request an item via email or directly with a librarian and will be notified when the item is available.

If the patron places the reserve on an item that is on the shelf, the librarian on duty at the circulation desk will not be held responsible to locate the item. There is a disclaimer explaining that items showing as reserved will not be held if another patron finds it on the shelf and wishes to check it out.

The patron will have 3 working days from the time he/she is called, emailed or texted to pick up the item. At the end of the time limit (3-4 working days) the item will go to the next patron or will be reshelfed.

#10. Homeschool Curriculum

Homeschool curriculum is not the property of the Sioux Center Public Library. We allow the homeschool group to share resources at the library on a self-serve basis. The library is not responsible for lost, damaged or stolen items from this collection. The circulation staff is also not responsible for shelving these items.

Approved 2/1995

Amended and reapproved 11/1995; Amended and reapproved 5/1999; Amended and reapproved 6/2003; Amended and reapproved 5/2006; Reapproved 9/2012; Amended and reapproved 8/2013; Amended and reapproved 8/2014; Amended and reapproved 8/2015; Amended and reapproved 8/2016; Amended and reapproved 5/2017; Amended and reapproved 5/2018; Amended and reapproved 8/2019; Amended and reapproved 8/2020; Amended and reapproved 8/2021; Amended and reapproved 10/2021; Amended and reapproved 4/2022; Amended and reapproved 9/2023; Amended and reapproved 12/2023

Iowa Code Section 22.7

<https://www.legis.iowa.gov/DOCS/IACODE/1995SUPPLEMENT/22/7.html>

22.7 Confidential records.

The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information:

1. Personal information in records regarding a student, prospective student, or former student maintained, created, collected or assembled by or for a school corporation or educational institution maintaining such records.
2. Hospital records, medical records, and professional counselor records of the condition, diagnosis, care, or treatment of a patient or former patient or a counselee or former counselee, including outpatient. However, confidential communications between a crime victim and the victim's counselor are not subject to disclosure except as provided in section 236A.1. However, the Iowa department of public health shall adopt rules which provide for the sharing of information among agencies concerning the maternal and child health program, while maintaining an individual's confidentiality.
3. Trade secrets which are recognized and protected as such by law.
4. Records which represent and constitute the work product of an attorney, which are related to litigation or claim made by or against a public body.
5. Peace officers' investigative reports, except where disclosure is authorized elsewhere in this Code. However, the date, time, specific location, and immediate facts and circumstances surrounding a crime or incident shall not be kept confidential under this section, except in those unusual circumstances where disclosure would plainly and seriously jeopardize an investigation or pose a clear and present danger to the safety of an individual.
6. Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose.
7. Appraisals or appraisal information concerning the purchase of real or personal property for public purposes, prior to public announcement of a project.
8. Iowa department of economic development information on an industrial prospect with which the department is currently negotiating.
9. Criminal identification files of law enforcement agencies. However, records of current and prior arrests shall be public records.
10. Personal information in confidential personnel records of the military division of the department of public defense of the state.
11. Personal information in confidential personnel records of public bodies including but not limited to cities, boards of supervisors and school districts.

12. Financial statements submitted to the department of agriculture and land stewardship pursuant to chapter 203 or chapter 203C, by or on behalf of a licensed grain dealer or warehouse operator or by an applicant for a grain dealer license or warehouse license.
13. The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.
14. The material of a library, museum or archive which has been contributed by a private person to the extent of any limitation that is a condition of the contribution.
15. Information concerning the procedures to be used to control disturbances at adult correctional institutions. Such information shall also be exempt from public inspection under section 17A.3. As used in this subsection disturbance means a riot or a condition that can reasonably be expected to cause a riot.
16. Information in a report to the Iowa department of public health, to a local board of health, or to a local health department, which identifies a person infected with a reportable disease.
17. Records of identity of owners of public bonds or obligations maintained as provided in section 76.10 or by the issuer of the public bonds or obligations. However, the issuer of the public bonds or obligations and a state or federal agency shall have the right of access to the records.
18. Communications not required by law, rule, or procedure that are made to a government body or to any of its employees by identified persons outside of government, to the extent that the government body receiving those communications from such persons outside of government could reasonably believe that those persons would be discouraged from making them to that government body if they were available for general public examination. Notwithstanding this provision:
- a.* The communication is a public record to the extent that the person outside of government making that communication consents to its treatment as a public record.
 - b.* Information contained in the communication is a public record to the extent that it can be disclosed without directly or indirectly indicating the identity of the person outside of government making it or enabling others to ascertain the identity of that person.
 - c.* Information contained in the communication is a public record to the extent that it indicates the date, time, specific location, and immediate facts and circumstances surrounding the occurrence of a crime or other illegal act, except to the extent that its disclosure would plainly and seriously jeopardize a continuing investigation or pose a clear and present danger to the safety of any person. In any action challenging the failure of the lawful custodian to disclose any particular information of the kind enumerated in this paragraph, the burden of proof is on the lawful custodian to demonstrate that the disclosure of that information would jeopardize such an investigation or would pose such a clear and present danger.

19. Examinations, including but not limited to cognitive and psychological examinations for law enforcement officer candidates administered by or on behalf of a governmental body, to the extent that their disclosure could reasonably be believed by the custodian to interfere with the accomplishment of the objectives for which they are administered.
20. Memoranda, work products and case files of a mediator and all other confidential communications in the possession of an approved dispute resolution center, as provided in chapter 679. Information in these confidential communications is subject to disclosure only as provided in section 679.12, notwithstanding this chapter.
21. Information concerning the nature and location of any archaeological resource or site if, in the opinion of the state archaeologist, disclosure of the information will result in unreasonable risk of damage to or loss of the resource or site where the resource is located. This subsection shall not be construed to interfere with the responsibilities of the federal government or the state historical preservation officer pertaining to access, disclosure, and use of archaeological site records.
22. Information concerning the nature and location of any ecologically sensitive resource or site if, in the opinion of the director of the department of natural resources after consultation with the state ecologist, disclosure of the information will result in unreasonable risk of damage to or loss of the resource or site where the resource is located. This subsection shall not be construed to interfere with the responsibilities of the federal government or the director of the department of natural resources and the state ecologist pertaining to access, disclosure, and use of the ecologically sensitive site records.
23. Reports or recommendations of the Iowa insurance guaranty association filed or made pursuant to section 515B.10, subsection 1, paragraph "a", subparagraph (2).
24. Information or reports collected or submitted pursuant to section 508C.12, subsections 3 and 5, and section 508C.13, subsection 2, except to the extent that release is permitted under those sections.
25. Records of purchases of alcoholic liquor from the alcoholic beverages division of the department of commerce which would reveal purchases made by an individual class "E" liquor control licensee. However, the records may be revealed for law enforcement purposes or for the collection of payments due the division pursuant to section 123.24.
26. Financial information, which if released would give advantage to competitors and serve no public purpose, relating to commercial operations conducted or intended to be conducted by a person submitting records containing the information to the department of agriculture and land stewardship for the purpose of obtaining assistance in business planning.
27. Applications, investigation reports, and case records of persons applying for county general assistance pursuant to section 252.25.
28. Marketing and advertising budget and strategy of a nonprofit corporation which is subject to this chapter. However, this exemption does not apply to salaries or benefits of employees who are employed by the nonprofit corporation to handle the marketing and advertising responsibilities.
29. The information contained in records of the centralized employee registry created in chapter 252G, except to the extent that disclosure is authorized pursuant to chapter 252G.

30. Records and information obtained or held by independent special counsel during the course of an investigation conducted pursuant to section 68B.34. Information that is disclosed to a legislative ethics committee subsequent to a determination of probable cause by independent special counsel and made pursuant to section 68B.31 is not a confidential record unless otherwise provided by law.

31. Information contained in a declaration of paternity completed and filed with the state registrar of vital statistics pursuant to section 144.12A, except to the extent that the information may be provided to persons in accordance with section 144.12A.

32. Memoranda, work products, and case files of a mediator and all other confidential communications in the possession of a mediator, as provided in chapters 86 and 216. Information in these confidential communications is subject to disclosure only as provided in sections 86.44 and 216.15B, notwithstanding any other contrary provision of this chapter.

Section History: Early form

[C71, 73, 75, 77, 79, 81, § 68A.7; 81 Acts, ch 36, § 1, ch 37, § 1, ch 38, § 1, ch 62, § 4]

Section History: Recent form

83 Acts, ch 90, § 9; 84 Acts, ch 1014, § 1; 84 Acts, ch 1185, § 5, 6 ~IC85, § 22.7 ~I85 Acts, ch 134, §16; 85 Acts, ch 175, §1; 85 Acts, ch 208, §1; 86 Acts, ch 1184, §1; 86 Acts, ch 1228, §1; 87 Acts, ch 223, § 20; 88 Acts, ch 1010, § 1; 88 Acts, ch 1256, § 1; 89 Acts, ch 194, § 1; 89 Acts, ch 304, § 102; 89 Acts, ch 311, § 22; 90 Acts, ch 1017, §1; 90 Acts, ch 1271, §703; 92 Acts, ch 1212, § 3; 93 Acts, ch 79, §2; 93 Acts, ch 163, §27; 94 Acts, ch 1023, §76; 94 Acts, ch 1064, §1; 94 Acts, ch 1092, §1; 94 Acts, ch 1174, §1; 95 Acts, ch 100, § 1; 95 Acts, ch 129, § 1; 95 Acts, ch 191, § 1

Internal References

Referred to in § 2C.9, 68B.31, 68B.32B, 76.11, 87.11, 100.5, 136A.6, 145.3, 145.4, 147A.26, 203D.4, 206.23A, 252G.5, 263B.10, 280.19A, 455B.117, 465C.14, 476.4A, 476.74, 692A.13, 708.2B, 907.4, 912.10