

## **Circulation Policy**

The Lehigh Public Library strives to provide all patrons with fair and equal access to library materials. Some library services require having a valid library account. To be eligible to check out library materials, patrons need to have a library account in good standing.

### Library Accounts

- Residents of the state of Iowa are eligible to register for a library account, although residents of cities not in compliance with Iowa's Open Access agreement are not allowed to open an account.
- In order to receive your library card, you must provide, in person, photo ID and proof of residence. A photo ID may be a valid driver's license (can be from other states or countries), passports, employee or school photo IDs. Proof of residence may include a valid driver's license, recent utility bill, rental, lease or home purchase agreement, or a piece of mail received in the last 14 days.
- Minors under the age of 14 will need to have a parent with them to open an account.
- Lehigh Public Library does offer family cards, allowing some or all members of a family to check out under the same patron number. By using a family card, there is implied consent for all users of that account to have knowledge of the transactions that occur on that account.
- Library cards expire every three (3) years. Renewal requires verbal or written verification of street address and other contact information.
- Patrons whose accounts have been expired over three (3) years will have their fines waived and be deleted from the library system.

### Patron Responsibilities

- Personal account holders and/or the responsible adult on a child's account are responsible for any items checked out on their account and any fines or fees accrued on their account.
- If a library card is lost or stolen the patron must notify the library immediately. Patrons are responsible for all account activity until the library

is notified about the lost/stolen card. Once notified, no materials will be loaned against that card.

- Patrons are expected to comply with all of the library's policies and procedures.
- Patrons are expected to comply with copyright laws, and the library assumes no responsibility for patron infractions of copyright laws while using library materials.
- Patrons with valid library accounts may request items to be held for them; requests will be added to the reserve list in the order they are received.
- Patrons must notify the library of changes in account information (name, address, phone numbers, etc.)
- Patrons must not tamper with or alter library materials and must return library materials, including all parts and packaging, in good condition.

#### Check out periods and procedures

- Check out periods for library materials is calculated on calendar days. If an item is due on a day the library is closed it will be due on the next open day.
- Books, audio books, magazines, and Audio Equipment checkout for 2 weeks with up to 5 renewals, if there is no waitlist for the item. (Regular items)
- DVDs, AV Equipment, Tablets, Games and Puzzles checkout for 1 week with 1 renewal, if there is no waitlist for the item. (Nonregular items)
- Library of things check out periods vary by item (See individual agreements for check out lengths). (Nonregular items)
- There are several books on local history that are In Library Use Only (marked with yellow sticker) and may not leave the library. Patrons can make copies and will be charged according to the Fines and Fees Policy
- Materials may be renewed over the telephone, in person or online unless the material is reserved for another patron. Renewals are not permitted for items with pending holds.
- Regular items have a limit of 24 items that can be checked out per household. Nonregular items have a limit of 5 per household. All new cardholders will be limited to 5 regular items and 1 Nonregular item for their

first 5 checkouts to establish accountability. At staff discretion, limits may be placed on seasonal items or other high demand items.

- All materials can be reserved in person, over the telephone or online. Reserved items will be held for the person for 14 days. If there is a waitlist, items will go to the next name on the list after 5 days and the patron's name will be added to the bottom of the list.
- Fines and fees will be assessed in accordance with the library's Fines and Fees Policy.
- Interlibrary loans items will be checked out according to the interlibrary loan policy.