

CHARITON PUBLIC LIBRARY OPERATIONS POLICY
(Approved July 5, 2012)

Patron Eligibility and Responsibilities

The Library has no residency requirements to apply for a Library card. Applicants need only provide proof of their actual residence. Persons under the age of 16 must have a parent or guardian sign the registration card. Library privileges may be suspended or revoked if fines, damage or replacement costs are not paid.

Patrons must present their card to conduct any transaction. Patrons are responsible for returning borrowed materials or equipment to the Library, in good condition, on or before the date due. Patrons shall report any damage to materials or equipment to the Library staff. Patrons are responsible for prompt payment of fines for overdue items, damage costs to materials or equipment, and assessments for lost items. **Patrons are responsible for all transactions committed with their card.** It is strongly recommended that a patron not lend his/her card to others as the patron will be held responsible for any fines or fees accrued on the card. **The Parent or Guardian is responsible for all transactions committed by a minor.** Patrons shall give immediate notice of lost Library card.

Registration for Library Card

Library cards are issued for three years, and are renewable upon expiration if there are no outstanding fines or transactions on the card. Cardholders must notify the Library if their name, address or telephone number changes from that listed on the registration card. Temporary cards may be issued for a short period of time. Patron must notify the Librarian when they leave the community.

Applications:

Patrons must apply for a Library card in person and present a picture ID and verification of address. A driver's license and a piece of recently received mail are preferred. Acceptable forms of identification and proof of address are:

1. Driver's License
2. Student ID
3. Passport
4. Mail received at residence
5. Rent receipt with address
6. Personal check with printed address
7. Voter registration
8. Residential listing in the telephone book

A Parent/Guardian may apply for a child's card only if the child is physically present.

Registration requires full name, birthdate, home address and telephone number. PO Box addresses may be added to the account for mailing purposes, but a patron's home address must be provided to demonstrate actual location of residence. Cards may be issued without identification only at the discretion of the librarian.

Patrons shall read the Patron Responsibility and Waiver of Confidentiality Agreement when registering for a Library card. Signing the patron registration card indicates compliance with the conditions of this Agreement.

A patron who reports a lost card may re-register at the circulation desk. Identification is required. There is a \$1.00 fee for the first replacement card, a \$5.00 fee for the second, and a \$10.00 fee for each subsequent replacement card. A permanent record of each replacement will be placed in the patron's account. Once a card number is replaced, the original number can no longer be used in the Library's system & if the card is located, it must be destroyed.

Patron Responsibility and Waiver of Confidentiality Agreement

I/We understand and agree that the right to use the Library card issued as a result of application obligates me to comply with all Library policies as from time to time amended, to pay for the loss of, or injury to materials and equipment borrowed, to pay fines for overdue materials and equipment or any other reasonable fees, and to give immediate notice of change of address or lost card.

Confidentiality requirements of Iowa Code Sec. 22.7(13) are hereby waived to the extent necessary for collection of overdue fine, or loss or injury to materials or equipment.

Iowa Code Sec. 22.7(13)

“Circulation records are confidential by law. Library employees shall not make such records available to any individual or group including any agency of local, state or federal government. The exception is that as part of the Library borrowing contract, patrons must agree to waive confidentiality requirements of Iowa Code Section 227(13) to extent necessary for collection of overdue fines or assessments for lost or damaged Library materials or equipment.”