

## **James Kennedy Public Library Service and Circulation Policies**

### **1. Library Hours:**

- a. The library will have regular business hours posted.
- b. The library may close for legal and / or city holidays, occasional library staff training, for inclement weather or other emergencies in accordance with library policy, or for other reasons as determined by the Board of Trustees of the JKPL.

### **2. Registration:** Eligible applicants for library membership include:

- a. All residents of the city of Dyersville, and all non-resident individuals owning or renting property in the City of Dyersville, and their spouses and dependent children.
- b. All residents of cities and / or counties having a contract with the James Kennedy Public Library.
- c. All those whose taxing bodies provide financial support for library service at a participating Open Access Library.
- d. All those who live outside of the City of Dyersville who pay the non-resident fee of \$120.00 per household or \$60.00 per individual. Residents of Dubuque County whose taxing body does not provide for library service are not eligible to purchase membership.
- e. Non-resident patron fees will be pro-rated at \$10.00 per month for a household, or \$5.00 per individual figured from the month of payment to the end of the fiscal year.
- f. Fees may be waived for those who meet Federal Income Assistance Guidelines, or those who work or volunteer regularly at the James Kennedy Public Library for an average of at least 50 hours per fiscal year. Anyone interested in this waiver may contact the Library Director for more information.
- g. Library cards are issued to individuals, with that individual being responsible for all items checked out using that card. Individuals may allow others to use their card by filling out a permission form or indicating these individuals on their library card application. Only residents of the same household or dependents (based on tax reporting) are eligible to use the same card.
- h. Library Cards may be issued to businesses meeting the above residence requirements if the business is owned by an individual. Cards will not be issued to legal entities such as partnerships or corporations. For businesses which meet the above requirements, an individual accepting responsibility for all lost and / or damaged items checked out on that card must be identified, as well as a list of all those who may utilize that card on behalf of the business. If the responsible individual has a personal library card, that library card must be in good standing before a library card will be issued to the business.
- i. Library cards may be issued to schools, daycares, senior centers and other similar institutions meeting the above residence requirements. For institutions which meet the above requirements, an individual accepting responsibility for all lost and / or damaged items checked out on that card must be identified, as well as a list of all those who may utilize that card on behalf of the institution for purposes relating to the operations of that institution. If the responsible individual has a personal library card, that library card must be in good standing before a library card will be issued to the institution.

Individuals of all ages who fit the above requirements are eligible for a library card. Signature of either parent or guardian is required on applications for persons under age 12. Responsibility for a minor child's selection and return of materials, and any fees or charges on the child's card, is held by the parent or guardian of the child. Adults and children twelve years of age and older need to provide their full name, address, and relevant contact information.

### 3. **Lending policies:**

- a. All basic library services are free to all eligible patrons. Basic library services are defined as:
  - i. Use of the library collection while within the facility.
  - ii. Checking out of materials physically located within the library facility, unless those materials are restricted to full-service patrons (for example, specialty items in Library of Things may only be checked out by full-service patrons).
- b. Dyersville City Residents, residents of cities contracting with the Public Libraries of Dubuque County Agency or those contracting directly with the James Kennedy Public Library for service, and those who purchase memberships are eligible for full services. Full services are defined as:
  - i. Full use of the library collection, including electronic collections, services, and databases
  - ii. Interlibrary Loan Services
  - iii. Free Hold and Reserve Services
  - iv. Free Computer Use
  - v. Unlimited checkouts (unless other restrictions are placed by format and / or library administration.)
- c. Each patron is responsible for items checked out on his or her library card.
- d. New cardholders are limited to having a total of five (5) items on loan at a time, for a three-month period. After three months, if the new account is in good standing, the restrictions are removed and the cardholder will be considered a regular cardholder. If the new account is not in good standing at the end of the three-month period, this restricted status will continue for another three months. At the end of the second three months, the account will be reviewed by the library administration to determine eligibility for regular cardholder status. Exceptions to these restrictions will be considered by the library administration on a case by case basis.
- e. Patrons may be limited in the number of items they may have checked out at a time at the discretion of library administration if they consistently have overdue materials.
- f. In general, materials are checked out for the following loan periods:
  - i. DVDs, realia, magazines, and most items in the Library of Things collection are checked out for one (1) week
  - ii. Books, audiobooks, eReaders, tablets (including Launchpads), and other similar devices are checked out for two (2) weeks
  - iii. Some items, such as materials for use in the Creation Station, may be checked out for use in the library only.
  - iv. Please see the relevant policy for more details on renewals, restrictions, etc. as these may vary by the type material.

- g. Interlibrary Loan Services are provided free of charge to full service patrons. Patrons who are not full-service members are not eligible for Interlibrary Loan Services.
- h. Reserve services are provided free of charge to full service patrons. Patrons who are not full-service members may pay a fee of \$1.00 per item to place a reserve.
- i. Unless the specific circulation policy limits otherwise, items may be renewed if there is no reserve on them. New items may be renewed no more than twice before they must be returned to the library. Older items may be renewed up to four times before the item must be returned to the library. Specialty items from the Library of Things may be renewed no more than twice before they must be returned to the library. Exceptions may be authorized at the discretion of the librarian.
- j. As the library does not wish to penalize anyone for using library services, overdue fines are not assessed. Patrons are expected to return their items when they are due or renew them as appropriate. Patrons with items that are more than three (3) weeks overdue will be blocked from checking out any additional materials until the issue is resolved. Items that are more than six (6) months overdue will be considered lost and the patron will be billed the cost for replacement. Overdue specialty items from the Library of Things may result in an immediate block.
- k. Each patron is responsible for all items checked out on his or her library card. If property is lost or damaged beyond normal wear and tear as determined by library staff, the patron will be assessed a \$5.00 processing fee plus the actual cost of replacement. Patrons may provide a new library quality copy in the same format as that which was lost or damaged in lieu of paying the replacement cost only with the approval of library staff. The processing fee will still be assessed. Once an item is paid for, the damaged or unreturned item then belongs to the borrower.

#### **4. Copying and Printing of Non-circulating Materials:**

To encourage use of non-circulating materials, while reducing the damage to said materials, limited free photocopying of non-circulating materials will be provided. Patrons may photocopy (black and white only) up to five pages of informational text per patron per day without charge. Additional pages may be photocopied with the usual charges (\$0.15 for letter and \$0.20 for larger sizes) being assessed. This service applies only to items which are being used for informational purposes and which cannot be checked out from the library.

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