



Circulation of Materials Policy

I. Library Cards

The library offers two types of cards, a full-access Metro Card and a limited-access Quick Card.

A. Those eligible for a Metro Card include:

- Hiawatha residents.
- Residents of Cedar Rapids and Marion.
- Individuals residing in cities or counties that contract for library service through the Metro Library Network.
- Individuals residing in Iowa communities participating in the state's Open Access program.
- Residents of rural Linn County and residents of unincorporated cities without libraries in Linn County. Eligibility for free service for these residents depends upon annual renewal of a contract with the Linn County Board of Supervisors.

B. Those eligible for a Quick Card include:

- Individuals who do not meet the Metro Card residency requirements.
- Individuals without ID or proof of address.
- Minors under the age of 14 without a legal guardian present.

C. Individuals are held responsible for any materials checked out on their card. Parents are responsible for materials checked out on the cards of their children who are minors.

D. The Hiawatha Public Library endorses the policy of confidentiality of library registration and circulation records. (See **Confidentiality of Library Records Policy**)

E. Patrons are encouraged to bring their cards to the library for the most efficient service.

Library staff may ask for verification or identification before checkout to a person who has forgotten their library card.

II. Loan Periods

All materials may be renewed twice unless there is an outstanding request for the material or if the borrower's account has outstanding charges in excess of \$20.00.

A. 35 days

- Book club kits

B. 21 days

- Most books
- Nonfiction DVDs
- Books on CD
- Music CDs
- Children's Kits (book and CD)

C. 10 days

- Magazines
- Wireless hotspots

D. 7 days

- Fiction DVDs

III. Limitations

- A. Maximum number of checkouts per card is 99 items.
- B. 20 non-fiction and 20 fiction DVDs may be checked out at a time.
- C. Maximum number of holds per card is 20.

IV. Overdue Materials

- A. An item becomes overdue unless returned to the library by the due date.
- B. Notices will be sent to patrons when the item's due date has passed.
 - Pre-overdue notice—3 days before item is due
 - 1st notice—3 days overdue
 - 2nd notice—10 days overdue
 - 3rd notice—20 days overdue
 - Lost notice—35 days
- C. If the cost of lost items totals more than \$25, patrons will be sent a notification that their accounts have been sent to collections.
- D. After a patron has paid for a lost item, they may return the item for a full refund.
- E. Borrowing privileges will be temporarily suspended when outstanding charges exceed \$20.00. The borrower assumes full responsibility for lost library materials. The library assumes no responsibility for damage to equipment used with audio-visual material borrowed from the library.

Adopted by the Hiawatha Library Board 2/12/02

Revised 1/3/04, 3/13/07, 9/14/10, 1/14/14, 3/14/17, 2/14/21, 5/14/24