



Circulation of Materials Policy

I. Library Cards

A. The following people are eligible for library cards at the Hiawatha Public Library:

- Hiawatha residents
- Residents of Cedar Rapids and Marion.
- Persons residing in cities that contract for library service through the Metro Library Network.
- Persons who own property in the city of Hiawatha but who reside outside the city limits.
- Persons who reside in cities participating in the state 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 the contract with the County supervisors.

B. Library card privileges do not expire with the exception of those governed by contracts. All persons applying for a Metro or Metro-Lite card must complete a registration form in person or online and show identification with their name and current address.

C. Card types:

- Metro: For patrons with valid ID and proof of address
- Metro-Lite: For patrons who want to limit the maximum concurrent checkouts on their account
- Quick:
 - For patrons with ID but no proof of address

- For patrons with no physical address
 - For minors under the age of 14 without a legal guardian
 - For minors over the age of 14 without proof of address
- D. 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.
- E. The Hiawatha Public Library endorses the policy of confidentiality of library registration and circulation records. (See **Confidentiality of Library Records Policy**)
- F. 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, except DVDs, magazines, and specially marked books, 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. Fiction DVDs and magazines may be renewed once.

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 (current issue not available for checkout)
- 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. Patrons who have accounts in collections for 120 days for amounts over \$100 will be reported to the Credit Bureau.
- E. After a patron has paid for a lost item, they may return the item for a full refund. F. Borrowing privileges will be temporarily suspended when fines 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