

2. CIRCULATION

approved 9/11/2007

2.01 CIRCULATION POLICY

[1] REGISTRATION – LIBRARY CARDS

Library cards are issued immediately if you have a photo identification and proof of current residential address at the time of application. A post office box is not a sufficient address. Mail may be used as proof of address if it has been postmarked within two weeks of the current date. Your physical library card will be available for you to pick up at the circulation desk from 5-10 days from the date of registration, items may be checked out in the interim.

Persons eligible for library cards must be a resident of Kalona, Riverside or unincorporated Washington County. Also, persons living within the service area of an Iowa library, approved for reciprocal borrowing through the Open Access Program (check at the Registration Desk for confirmation.)

Children who fit the residence requirements and are at least 5 years old are eligible for a library card according to the discretion of their parents or legal guardian. Parental signature is required for persons under age 14. Responsibility for a child's selection and return of materials, and any fines or charges accrued on the child's card, is held by the parent or guardian of the child.

Older children (age 14 and up) not accompanied by a parent need to have photo identification (like that issued at school or driver's permit/license) and address verification (mail recently sent to the child is acceptable.) Another way to verify the child's address is for us to send the library card to the child's address. If a parent is not present at the time of application, checkout may be limited to two items until the child receives a physical library card.

Persons without a permanent address in the Kalona area are eligible to register to use the computers. A photo i.d., such as a driver's license, is required. Registration forms are available at the circulation desk.

If a person forgets his or her library card, it is possible to borrow materials once with photo identification. Borrowers must present their library card the next time they borrow materials, or purchase a replacement card.

Lost or stolen cards may be replaced after showing identification. The replacement fee for lost or stolen cards is \$1.50.

Approved by board 8/10/04

[2]. MATERIALS

Circulating books and magazines (except the most recent issue of each magazine title) are loaned for a period of three weeks and may be renewed for another three weeks. After an item has been renewed once, it must be checked in and on the shelf for at least

3 days before it is available to the same patron or his or her assignee. There are no renewals for items on hold or reserved for another patron.

Circulating books on tape and CD, music CD's, and CD-Roms are loaned for a period of two weeks and may be renewed for another two weeks, if the materials are not on reserve.

Circulating videocassette's and DVD's are loaned for a period of one week and may be renewed for one more week. if the items are not on reserve. Checkouts are limited to 3 videocassettes and 2 DVD's per library card.

The DVD player is loaned for a period of one day and may be renewed for one more day if not on reserve. A \$25.00 refundable deposit must be made before checking out the player.

Newspapers, videos, DVD's, seasonal materials and children's puzzles are loaned for a period of one week and may be renewed for one more week.

Items are to be returned by closing time of the due date.

A fine of ten cents (.10) per item (book, magazine, CD-Rom, or audio material) per day will be assessed against any patron not returning materials by the date due. A fine of one dollar (\$1.00) per video or DVD per day will be assessed against any patron not returning materials to the library by closing time of the date due. If materials are not returned within one week of the due date, a notice will be sent by mail. This will be followed by a letter outlining charges for the materials and legal implications of retaining library materials for materials not returned in 30 days from date due. Fines will accumulate up to the replacement cost of the item(s) or \$3.00 plus \$1.00 postage/processing fee if returned. Video/DVD fines will accumulate up to the replacement cost of the item(s) if lost or damaged, or \$5.00 plus \$1.00 postage/processing fee if returned 5 or more days late. The outside book drop or video drop can be used to return materials when the library is closed. The DVD player must be returned to the circulation desk.

Damaged or lost materials will be the responsibility of the borrower at repair/replacement cost plus \$3.00 processing fee.

Persons with unpaid fines of more than \$5.00 or overdue materials will not be permitted to check out additional library materials or use the computers. Materials may continue to be used in the library.

Patrons may request that an item be held for them. The patron will be notified by phone, e-mail, or postcard when the item is available. If the item is not claimed within five library days after notification, it will be given to the next patron on the reserve list or returned to general circulation.

[3] INTERLIBRARY LOAN POLICY (ILL) adopted 3/11/03; revised 6/13/06

If the Kalona Public Library does not have certain material requested by a patron, the librarians will be glad to request the sought after materials from SILO (State of Iowa Libraries Online). If not found on SILO, the materials will be requested from OCLC-First Search.

Limits: Patrons will be limited to 3 items requested at one time. The total amount could go up to 5 items depending on the type of materials and usage intended. For example: a school teacher could request up to 5 items when used for a class unit. When those items are returned by the patron, more items can be requested. There is no cap on the amount of items a person may request in the course of a fiscal year (July-June).

Circulation Period: The circulation period is set by the lending library. Renewals are up to the discretion of the lending library. If a renewal is requested by a patron, we will e-mail the lending library and request an extension; then contact the patron with the answer.

Patrons will be contacted up to 2 times when an item is received at the library and contact dates will be noted in the patron record. If the item(s) is not picked up by the patron by the date due, the patron will be charged the full cost of the return postage.

Patron's will be charged \$1.00 for each item requested to help defray the cost of return postage.

[4] AUDIOVISUAL LOAN POLICY

The Motion Picture Association of America (MPAA) ratings for videos are guidelines to assist patrons in deciding which movies to watch. Parents are urged to learn about films they want their children to see by reading reviews and feature articles or speaking with those who have seen or heard of the movie. Library staff may also provide information on movies in the collection. The Kalona Public Library cannot deny anyone the right to use sources it offers because of origin, age, background or views.

A limit of three video cassettes may be borrowed at one time. All videocassettes must be rewound and returned to the library by closing time on the date due. A limit of two DVD's may be borrowed at one time. All media may be put in the outside drop box when the library is closed.

Borrowers may not charge any fees in connection with the use of any audiovisual materials. Videocassettes are copyrighted materials and illegal duplication is prohibited by federal law.

Audiovisual material may be reserved by phone or by speaking to library staff during library hours. Audiovisual materials are reserved on a first-come, first-served basis. If a request must be cancelled, the library needs to be notified ahead of time.

Section [4] updated and approved by board 1/13/04

[5] EQUIPMENT

The only piece of equipment loaned by the library is a DVD player acquired by a grant obtained by SE Library.

DVD Player (approved 4/2001):

The DVD player is available for patron use. To check it out, the patron must leave a \$25.00 refundable deposit and sign a form agreeing to be responsible for it. Blank forms are in the DVD file. Check out is via scanning the bar code on player case. The DVD player is due back the next day. Player must be returned to library desk (not book drop). Deposit is returned when it is determined all items are intact.

Revised and approved by board 9/12/06; 9/11/07

2.02 COMPUTERS AND INTERNET USE

[1] INTERNET USE POLICY

Purpose: The purpose of public access to the Internet is to further support the community's informational, learning, cultural, and recreational needs.

Selection: The library will determine which links to resources available on the World Wide Web to provide on its Internet home page by applying the same basic standards that are used in selection of other materials. Access is in no way limited to these sites, and the Kalona Public Library can assume no responsibility for accuracy of any information accessed through the Internet, nor can we control or monitor information accessed.

Use:

1. In accordance with other KPL policies, use of the Internet is open to all patrons who possess a valid Kalona Public Library card and are in good standing with the library with the following restrictions:
 - a. Children under the age of 9 may not use library computers unless supervised by a parent or guardian.
 - b. Children between the ages of 9 and 14 must have a "Parental Permission Form" signed by a parent or guardian on file in order to use the library's internet terminals unsupervised. Use of computers without internet access is not restricted for children over the age of 9 as long as they can provide a valid library card and are in good standing.
2. Patrons must leave their valid Kalona Public Library card at the circulation desk while using the library's computers.
3. Material is available on the Internet that parents may feel is inappropriate for their children. Parents or guardians, not the library or its staff, are responsible for the information accessed by children.
4. The Kalona Public Library cannot control content, quality, or accuracy of any information accessed through the Internet. The library urges patrons to carefully evaluate information obtained via the Internet.
5. Individual sessions may be limited to 30 minutes and will be enforced when others are waiting to use a computer. Reservations may be made in advance.
6. Computer use is limited to a maximum of 60 minutes per day.

Staff Assistance: The library staff, on a day-to-day basis, will help with computers and Internet use as able and reasonable. However, staff members may not be familiar enough with a function to provide any help. Staff members are not available for extensive training except during scheduled training sessions.

Unacceptable Use: The Kalona Public Library reserves the right to restrict or terminate the Internet privileges of any individual not practicing responsible use of the Internet. Unacceptable use includes but is not limited to:

1. Use of the Internet for purposes other than informational, educational, recreational or for viewing, downloading or sending sexually graphic images.
2. Any illegal or unethical use of the Internet, including but not limited to violation of copyright laws, activities such as harassment, distribution of unsolicited information, propagation of computer viruses, or attempting to make unauthorized entry into other computers;
3. Attempting to modify or gain access to restricted files, passwords, or data;
4. Using library computers for chat rooms or instant messaging, except under special circumstances, which must be cleared with library staff (for instance, an online classroom discussion or a "special event" chat with an author or celebrity);
5. Using library computers for online/computer gaming (for example, single or multiplayer strategy or arcade games, such as those offered at Yahoo! Games, Games.com, MSN Games by Zone.com, or casino games, such as those available at Jackpot.com);
6. Downloading to the library computer hard drive, loading personal software or library-owned circulating CD-ROM software, or saving documents to the hard drive. Downloading may be done only to a disk (disks are available for sale at the circulation desk);
7. Damaging or destroying equipment, software, or data belonging to the library. This includes adding, altering, or deleting files or configurations on library workstation hard drives or other library equipment, violating network integrity, using software from outside the library on library-owned equipment, or using a virus-infected disk on a library computer;
8. Disrespecting the privacy of other users.

Procedures:

1. First-time Internet users age 15 and older must read and sign the Internet User Agreement, (see form) which will be kept on file. First-time users between the ages of 9 and 14 must have a parent or guardian sign a "Parental Permission Form for Internet Use by Minors" (see form), obtained at the circulation desk and kept on file. A parent or guardian must accompany at all times a patron under the age of 9 who wishes to use the computer. On each subsequent use, patrons must sign in at the desk and leave their library card. Sign-in records will be held for 30 days and then destroyed.
2. Computers are available on a first-come, first-served basis to users, provided there are no advance reservations for that time slot. Children with permission waivers on file will be given priority for computers in the children's area between the hours of 3:30 and 6:00 PM. No more than two people may sit at one computer.
3. Users may reserve one time period per day. Reservations will be held for 5 minutes after the appointed time. Users may continue working on the Internet for an additional 30 minutes if no one is waiting to use a computer.

[2] COMPUTER POLICY

In addition to Internet access, the library also provides office software access at 7 public workstations. All the computers are loaded with Microsoft Office or Microsoft Works applications and can be used for 30 minutes or 60 minutes if no one else is waiting. At the discretion of the librarian in charge, a patron can be placed on the "non-internet" computer to allow time to work on a written assignment. A black and white laser printer is available to make copies for the fee of .25/page.

Patron's may not save anything to the hard drive of the library's computers. Floppy discs are available at the desk for \$1.00.

[3] WIRELESS INTERNET ACCESS

Kalona Public Library provides free wireless access to anyone with a laptop computer and a WI-FI network card. The laptops will need to be configured to obtain an IP address automatically. Because each person's laptop is going to be different, patrons will be responsible for knowing how to configure their own equipment.

The wireless internet access we offer is unfiltered. By choosing to use this free service, patrons agree to abide by the library's Internet Use Policy. This policy states the limitations of internet access, responsibilities for using that access, and provides examples of acceptable and unacceptable use.

The Kalona library's wireless network is not secure. Information sent to and from your notebook/laptop computer may be captured by anyone else with a wireless device and the appropriate software.

Library staff is not able to provide technical assistance and no guarantee can be made that you will be able to make a wireless connection.

The Kalona Public Library assumes no responsibility for the safety of equipment or for notebook/laptop computer configurations, security, or data files resulting from connection to the library's wireless access.

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