

2. CIRCULATION

Approved by board 8/10/04

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2.01 CIRCULATION POLICY

- [1] Registration – Library Cards: Library cards are issued immediately if you have two forms of 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.

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. Parents or guardians do not have to have a library card themselves. However, if the parent or guardian does have a library card, it must be in good standing before a card will be issued to their child. 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, parent or guardian 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.

Applicants for a temporary library card must provide proof of local residence. If the applicant has no proof of residence, a voucher from the applicant's landlord or other local property owner must be provided.

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

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

- [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 CDs, 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 DVDs 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 DVDs per library card.

Newspapers, children's puzzles and toy lending library items 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 fifty cents (\$.50) 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) if lost or damaged, or \$3.00 plus \$1.00 postage/processing fee if returned. The outside book drop or video drop can be used to return materials when the library is closed.

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)

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.

[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.

A limit of three DVDs 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. DVDs are copyrighted materials and illegal duplication is prohibited by federal law.

Audiovisual material may be reserved on a first-come, first-served basis. If a request must be cancelled, the library will need to be notified.

[5] Out-of-library Equipment Use: Loaning Policy and Procedures:

- A. EPSON Projector (with case, cords, and disc): A projector, valued at \$400, is available for patrons to use outside the library. To borrow it, the patron must leave a \$50.00 refundable deposit and sign a "Borrower Responsibility Statement." (form 7.03) The circulation period is 3 days. The projector must be returned to a librarian at the library desk and not put in the book drop. The deposit will be returned when it is determined all items are intact.

2.02 COMPUTERS AND INTERNET USE

[1] Internet Use Policy:

- A. Purpose: The purpose of providing public access to the Internet is to further support the community's informational, learning, cultural, and recreational needs.
 - I. Responsibility of Users: The Internet is global in scope, with a highly diverse user population and information content. Some information content on the Internet may be offensive to some people and some content may be illegal, dated, or erroneous. Within the restraints set by the library it is always the responsibility of the user, therefore, to determine what materials are appropriate and suitable for his or her use.
 - II. Library Responsibility: The Kalona Public Library will provide the fullest possible access to the World Wide Web, except as limited by this policy. The Internet is an unregulated medium and the Kalona Public Library has no control over any part of the Internet beyond its own homepages. Because the library is not able to exercise the same selection criteria to Internet resources that it applies to materials held in its collections, the library may provide hardware and software mechanisms ("filters") to restrict access to specific sources determined by library staff to be inconsistent with its mission and collection development policies. The Kalona Public Library can assume no responsibility for the accuracy of any information accessed through the Internet, and cannot control or monitor all information accessed.

B. General Use: In accordance with other Kalona Public Library 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.

- I. Patrons must leave their valid Kalona Public Library card at the circulation desk while using the library's computers.
- II. The Library may from time to time adopt regulations setting time limits on any of the workstations in order to maximize the efficient and effective use of the Internet and other library information services. Presently, individual sessions may be limited to 30 minutes and will be enforced when others are waiting to use a computer. Computer use is limited to a maximum of 60 minutes per day.
- III. Reservations may be made in advance. Users may reserve one time period per day. Reservations will be held for 5 minutes after the appointed time.
- IV. Computer Use Guidelines are available on each patron computer.

C. Internet User Agreement for Adults: The form will contain the following language:

- I. I have read the Kalona Public Library *Internet Use Policy* and agree to abide by the policy.
- II. I understand that the library is not responsible for the content, accuracy or validity of any information found on the Internet. I understand that some information on the Internet may be controversial, offensive, and/or inappropriate in a library setting. I agree to take responsibility for my use of the Internet and respect the rights of other library users.
- III. I agree to avoid using the Internet for any illegal activity and/or for other activities such as harassment, distribution of unsolicited information, propagation of computer viruses, attempting to make unauthorized entry into other computers; and/or violating copyright laws.
- IV. I agree to pay any repair or replacement costs for equipment or software damaged by myself or by minors for whom I am responsible.
- V. I understand that the library is not responsible for any damage to personal media or software due to system malfunction or for any other reason.
- VI. I understand that if I fail to abide by the Kalona Public Library policy and guidelines I may lose my privilege of computer use and Internet access at the Kalona Public Library.

D. Internet Use by Minors:

I. Policy:

- a. Parents may be concerned about the access to Internet information by their children. The library affirms it is the right and responsibility of parents to supervise their children's use of library resources in internet services.
- b. By making use of the Internet services of the Kalona Public Library, patrons agree to abide by the provisions of the Internet Use Policy.

II. Specific Rules for Minors:

- a. 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.
- b. Children under the age of 9 may not use library computers unless supervised by a parent or guardian.
- c. Children between the ages of 9 and 14 must have a "Parental Permission Form" (7.07) signed by a parent or guardian on file in order to use the library's Internet terminals unsupervised. The form will contain the following agreement:

I grant permission for my child to use the Kalona Public Library's Internet service. I have read the library's Internet Use Policy and discussed it with my child. Knowing that some materials on the Internet may be objectionable, I accept personal responsibility for the guidance of my child's Internet use.

I further accept responsibility for and will not hold the City of Kalona and the Kalona Public library responsible for any damages caused by my child's use of the Internet, whether such damage is to hardware or software, or by virtue of a claim by any party alleged to have been damaged from any material or comment posted by my child on the Internet.

- d. 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.
 - e. First-time internet users between the ages of 14 and 18 must read and sign the Internet User Agreement, 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 7.07), 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.
- E. 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.
- F. 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:
- I. Use of the Internet for purposes other than informational, educational, recreational or for viewing, downloading or sending sexually graphic images.
 - II. 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.

- III. Attempting to modify or gain access to restricted files, passwords, or data.
- IV. 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 flash drive or disk.
- V. 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.
- VI. Disrespecting the privacy of other users.

G. Wireless Internet Access: (Approved 12/8/2003) Kalona Public Library provides free wireless access to anyone.

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 wireless device 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 wireless device configurations, security, or data files resulting from connection to the library's wireless access.

[2] Computer Policy: In addition to Internet access, the library also provides office software access at six public workstations. All the computers are loaded with Microsoft Office applications and can be used for 30 minutes (60 minutes if no one else is waiting.) A black and white laser printer is available to make copies for the fee of .25/page.

Patrons may not save files of any type onto the library's computers.

[3] In-Library Equipment Use Policy:

A. General: The Kalona Public Library, at its discretion, lends equipment such as laptops and tablets for in-library use as a public service. Given the expense of the equipment, the library requires photo identification and a Kalona library card for equipment that is borrowed.

- I. Each user must report to the circulation desk and leave his/her library card and valid ID with the staff. Acceptable forms of ID are: driver's license, state issued identification card, or student identification card. Library card and ID will be returned when the laptop or tablet and its components are returned and equipment is judged to be in good condition.

- II. Users must be in good standing, with no outstanding long-overdue materials or excessive fines on their account.
- III. Children between the ages of 9 and 14 must be accompanied by a responsible parent or legal guardian who has a library account in good standing, and has signed an *In-Library Equipment Use Agreement*. Users between the ages of 14 and 17 must have on file with the library an *In-Library Equipment Use Agreement* with the signature of a parent or legal guardian in order to use a laptop or tablet. A signature on this consent form acknowledges that the parent or guardian has read the form and the KPL *In-Library Equipment Use Policy*, and understands the position of the library. The consenting parent or legal guardian agrees to take full financial responsibility for the laptop or tablet, and its components.
- IV. Users ages 18 and over must sign an *In-Library Equipment Use Agreement* form prior to checking out a laptop or tablet for the first time. No equipment will be checked out to a patron until this form has been signed.
- V. No more than two people may use the same laptop/tablet at any one time. Both users must sign *In-Library Equipment Use Agreement*. This does not apply to users under the age of 14 with a parent or legal guardian.
- VI. No equipment may leave the building. The laptops may only be used in the adult area of the library. An exception to this rule is a parent or legal guardian with a young child who would like to use the laptop/tablet in the Children's Room of the library.
- VII. Under no circumstances should a laptop or tablet be left unattended in the library. *If, for any reason, a borrower has to leave the library while the laptop/tablet is still checked out, the device will be left at the Circulation desk until it can be used again (including using the restroom.)*
- VIII. No saving to the hard drive of any library laptop. It is the responsibility of the user to bring a data storage device compatible with the computers or utilize cloud storage.
- IX. Laptops may be reserved up to one day in advance. A time limit of one hour may be enforced if there are others waiting to use the laptop.
- X. The Kalona Public Library takes no responsibility for any loss or damage to patrons' data or media due to hardware, software, electrical surge or failure, or any other cause while the patron is using library computer equipment.
- XI. No start up disks or software from outside the library are permitted.
- XII. The staff will assist with basic device usage questions, but is not available on a regular basis for extensive training of users. Users are expected to have working knowledge of the electronic devices and programs.
- XIII. The Library reserves the right to restrict or terminate computer use privileges of any patron who is misusing or abusing library equipment or not acting in accordance to library policy. See *Unacceptable Use of Electronic Devices* (below), for more information.
- XIV. The user of a laptop/tablet agrees to abide by the library's *Internet Use Policy*

B. Lost and/or damaged laptops, tablets and components:

- I. Lost or damaged material fees for laptops/tablets will be based on a reasonable assessment of the cost of replacement or repair of the laptop/tablet.
- II. The patron to whom the laptop/tablet is checked out will be responsible for any loss or damage that occurs before it is returned to library staff. The patron will be liable for an amount up to the full replacement cost, as listed on the agreement, if the laptop/tablet is damaged or stolen.
- III. If the cost of repairs for a laptop/tablet exceeds the cost of replacement, the lower of the two fees will be charged.
- IV. Patrons with lost or damaged laptops/tablets or components will be invoiced one (1) day from the date the loss or damage is determined, and re-invoiced quarterly until payment has been made.
- V. The Washington County Sheriff will be called immediately if a laptop/tablet is removed from the building without permission.
- VI. The library privileges (checking out materials and using computers) of patrons with outstanding invoices will be suspended until materials have been returned or payment has been made in full. In special circumstances, the Library Director may set up payment plans under which library privileges will be restored as long as the payments agreed upon are being met.

C. Storage of laptops and tablets

- I. The library's laptops and tablets will be stored in the staff work area.
- II. The library has earbuds available for sale, and they must be used if speakers are to be used.
- III. The laptops/tablets will be barcoded and checked out under a patron's account, to be used in the library for a maximum of one day. A time limit of one hour may be enforced if there are others waiting to use the device. The device must be returned to a library staff member fifteen (15) minutes prior to the close of the library.
- IV. The library cannot guarantee that a wireless connection will be made between the library's wireless router and the laptop/tablet. The laptop batteries hold a charge of two (2) hours, but the library cannot guarantee that the laptop loaned out will be usable for that full amount of time. It is the user's responsibility to save data in the case of battery failure.

D. Unacceptable use of electronic devices:

- I. Unacceptable use of devices includes, but is not limited to the following:
 - a. Leaving a device unattended in the library at any time
 - b. Allowing more than two users to be on the same laptop/tablet at one time or allowing users who have not signed an *In-Library Equipment Use Agreement*
 - c. Taking a device out of the library building or into a restricted area of the library (e.g. library restrooms)

- d. Saving to the hard drive
 - e. Installing software from outside the library onto the laptop/tablet
 - f. Not following the library's *Internet Use Policy*
 - g. Handling a laptop or tablet in a manner that can lead to damage of equipment (e.g. dropping the device onto a hard surface, pushing on the plasma screen of the device, downloading potentially hazardous files)
- II. The library reserves the right to update and change this policy at any time without notice. It is the responsibility of the user to read and accept the current version of the policy. Violation of the *In-Library Equipment Use Policy* may result in the following consequences:
- a. First offense – Termination of session and loss of device privileges for one day.
 - b. Second offense – Denial of device privileges for one month.
 - c. Third offense – Potential denial of all device privileges, contingent upon approval of Library Director.