

Sergeant Bluff Public Library

Circulation Policy

This policy encompasses eligibility for library cards and the usage of library materials.

1. LIBRARY CARDS

Sergeant Bluff Public Library cards are issued free of charge to eligible borrowers:

Residents of Sergeant Bluff age 14 and older may obtain a library card. To obtain a library card, individuals must present photo identification with current address OR photo identification plus proof of residential address, such as a piece of current mail.

Teachers or students in the Sergeant Bluff-Luton Community School District may obtain a library card. Teachers should present SB-L work identification; students should present a printed or electronic copy of registration notification or report card.

Children who are 8 years of age or older may obtain a library card with the permission of a parent or guardian. The child's parent or guardian must present photo identification with current address OR photo identification plus proof of residential address, such as a piece of current mail. *The parent or guardian is responsible for selections made by the child and for return of all materials.*

Iowa Open Access patrons may check out items from the library. Identification is required, and individuals must be preapproved for reciprocal borrowing through the State of Iowa's [Open Access Program](#). This program, which allows eligible Iowans to check out physical materials at 600+ participating public and academic libraries throughout the state, gives increased access to library resources and services along with the convenience of using a library where they work, shop or visit. Libraries participating in the Open Access program may have unique requirements for check out, but materials may be returned to any other library in the Open Access network.

Visitors may use library resources while in the building, even without a library card. Visitors may not check out resources from the library and may be asked to provide identification to use public access equipment.

PLEASE NOTE: If a registered patron forgets his/her library card, he/she may still check out materials from the Sergeant Bluff Public Library by showing identification. If a library card holder loses his/her library card, the borrower may request a new card at no charge.

2. MATERIALS

Circulating books, audiobooks, CDs, and games, are loaned for a period of three (3) weeks. An additional two-week renewal is allowed unless the item is on hold or being reserved by another patron.

Circulating DVDs are loaned for a period of two (2) weeks and may not be renewed. Checkouts are limited to two DVDs per household. DVDs are copyrighted materials; illegal duplication is prohibited by federal law.

Library materials may be returned to Sergeant Bluff Public Library during regular business hours or at the drobox outside the City Hall entrance.

Patrons may request materials to be placed on hold by phone or through the Online Patron Access Catalog. Materials are reserved on a first-come, first-served basis, and patrons are notified by phone or e-mail when materials become available. If the material is not claimed within three business days after notification, it will be given to the next patron on the waiting list or returned to general circulation.

If library materials are lost, damaged, or stolen, it is the patron's responsibility to replace those items or reimburse for the cost of replacement.

If a patron loses an item, pays to replace it, and then finds it later, he/she may keep the original item. Sergeant Bluff Public Library cannot issue refunds for found items after being paid to replace them.

3. INTERLIBRARY LOANS

If the Sergeant Bluff Public Library does not have certain items desired by patrons, library staff may be able to obtain the materials from the State of Iowa Libraries Online (SILO). If materials are unavailable through SILO, they will be requested from OCLC-First Search. To help defray postage costs, patrons may be charged a nominal fee per item.

Limits: Patrons may request up to three items at one time. Under certain circumstances, however, the total amount requested may be higher. For example, a teacher could request up to five items if needed for a unit being covered in class. When original materials are returned, more items can be requested. There is no cap on the amount of items individuals may request.

Circulation: For interlibrary loan materials, circulation period and renewal policies are determined by lending libraries. When items are received at Sergeant Bluff Public Library, patrons will be notified up to two times, with contact dates noted in the patron record. Materials must be picked up within three business days. If the patron is unable to pick up materials within three days, he/she should contact the library staff to explain extenuating circumstances and provide an estimated timeframe. If the borrower fails to pick up items by the specified date, materials will be returned and the patron will be charged the cost of return postage.

If a patron requests a renewal, Sergeant Bluff Public Library will request from the original lending library and contact the patron with the response.

If interlibrary loan materials are lost or damaged by the patron, it is his/her responsibility to replace the material or reimburse for the value of the item.

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