

Garrison Public Library

Circulation Policy

Residents of Garrison, Benton County and the areas cooperating in the State Open Access Program are eligible to use the Garrison Public Library without charge.

REGISTRATION - LIBRARY CARD

Library cards are issued immediately if you have 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.

Upon approval, patrons shall be issued a library card w/barcode number. It will be used for all library transactions: Book, DVD, other materials check out, Wi-Fi and computer/laptop usage, copies, Activity Room rental, and BRIDGES transactions.

Children who fit the residence requirements and can read and write their own first and last name are eligible for a library card. Children unable to do so will be on their parent's card at parent's discretion. Parental signature is required for all children under 14. Those children 14 and older shall follow above requirements as stated in paragraph 1.

All children under 18 must have parent permission signed for computer usage and DVD check out.

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 \$2.

Each patron is held personally responsible for the material he or she checks out. Parents are held responsible for the materials checked out by children under the age of 18. Library cards will not be issued to children considered

open access patrons, unless his or her parent or guardian accompanies them to the library.

CIRCULATION OF MATERIALS

Checkout time for books and magazines (except most current issues) is 3 weeks, and DVDs and newspapers (except most current issues) are for 1 week.

Current magazines and newspapers are for in-library use only until the next issue is available.

All materials may be renewed once.

Check out limits:

DVDs: 3 per person or 5 per family

Books: 5 per person

BRIDGES

Ebooks and Audiobooks via BRIDGES will be checked out with your library card barcode via our website.

BRIDGES is not available for Open Access patrons.

FINE POLICY AND OVERDUES

No fines are charged for overdue material but donations will be accepted.

An overdue notice will be sent via email or mail. Another notice will be sent after 2 weeks overdue outlining replacement cost of material.

If a book, movie or other material is damaged or lost, the patron is charged with the list replacement price of the damaged or lost item.

If items are not returned 2 months past due date, they will be presumed lost or stolen and action may be taken. (Iowa Code 714.5)

When a patron has overdue materials, no other materials can be checked out, until all overdue materials have been returned or the cost of material has been paid. In addition, patrons may not use computer until items are returned or cost of material has been paid.