**Greenfield Public Library**

**Circulation Policy**

**Patron Registration*/*Borrowing Guidelines**

**Eligibility**

Residents of Greenfield and other Adair County communities as well as other Iowa communities that participate in the State's Open Access program. Residents of rural Adair County area.

Library cards are issued to individuals and to families. Cardholders and parents*/*guardians of minors are responsible for all items checked out on their cards. Parental signature is required for children under the age of 16 years.

Individuals applying for a card must complete a registration card and provide, name, address and phone number.

**Borrowing Guidelines**

1. Card holders take full responsibility for all materials borrowed on their card and for payment of damages of library materials checked out to them.
2. All materials are checked out for a period of 2 weeks including DVDs, CDs and periodicals.
3. No limitations on book check-out for Family accounts.
4. Materials may be renewed by phone or email for an additional period of 2 weeks if there are no existing reserves on the item at time of renewal. Local borrowers in good standing may reserve materials by phone or email at no charge. This library does not charge fines for overdue items but the borrower assumes full responsibility for damage, loss or theft of library materials and for copyright regulations.
5. Borrowing privileges will be temporarily suspended until overdue materials are returned.
6. Borrowers who have overdue materials will receive two written notices and a courtesy phone call.
7. The library shall comply with the provisions and procedures outlined in The Code Of

Iowa Chapter 714.5 Library materials and equipment-unpurchased merchandise evidence of intention, states in part: "The fact a person fails to return library materials for two or more after the date the person agreed to return the library materials, or fails to return library equipment, is evidence of intent to deprive the owner..." The library shall comply with the provisions and procedures outlined in the Iowa Code and its supplements

in assuring that materials borrowed from the Greenfield Public Library are returned to it.

1. Interlibrary loan services (SILO)- Residents of the state of Iowa are eligible to order materials through their home library in accordance with existing Iowa State Library Interlibrary Loan policy & procedure. The Greenfield Public Library participates in the Open Access and Access Plus programs and the ILL Reimbursement Program through State Library.

**CONFIDENTIALITY OF LIBRARY RECORDS**

The Board of Trustees recognizes that the circulation records of this library are confidential in nature and advises all library employees that such records shall not be made available to anyone, including any agency of federal, state, or local government, except pursuant to federal, state, or local law relating to

civil, criminal, or administrative power. The Greenfield Public Library will comply with the Open Records Law (Chapter *2*2*.*7 Confidential records, Code of Iowa) which provides that " the following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information:

“The records of a library which, by themselves or when examined with other public

records, would reveal the identity of the library patron checking out or requesting an item from the library. The records shall be released to a criminal justice agency only pursuant to an investigation of person or organization suspected of com mitting a known crime. The records shall be released only upon a judicial determination that a rational connection and a legitimate end and that the need for the information is cogent and compelling.”

Reviewed and approved by the Greenfield Library Board of Trustee*s 2/11/2020*

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