

Greenfield Public Library

Circulation Policy

Patron Registration/Borrowing Guidelines

Eligibility

Residents of Greenfield, rural Adair County, and Iowa communities that participate in the State's Open Access program are eligible for Greenfield Public Library cards.

Library cards are issued to individuals and 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 14 years.

Individuals applying for a card must complete a registration card (with name, address, and phone number) and provide proof of address.

Staff may allow two checked-out items (no equipment) if proof of residence is not shown at time of application; address verification must be shown before further use of the card is allowed.

Institutional Cards

Institutional cards are issued to institutions and businesses located in Greenfield, contract areas, and Adair County communities with libraries participating in the Open Access program. Institutional cards are limited to 100 checked-out items.

Borrowing Guidelines

- a) Card holders take full responsibility for all materials borrowed on their card and for payment of damages of library materials checked out to them.
- b) The library does not charge overdue fines.
- c) The library is not responsible for any liability, damage, or expenses resulting from the use or misuse of library materials.
- d) When using library materials, users must adhere to all local, state, and federal laws including, but not limited to, those concerning fraud, copyright, or obscenity.
- e) The Greenfield Public Library does not restrict access to library materials based on the age of the borrower; such limitations are the responsibility of the parent or guardian. Only in the case of hotspots, where patrons must be 18+ years or older.
- f) Library cards also include access to the library's computers and internet.
- g) All materials are checked out for a period of 2 weeks including DVDs, CDs and periodicals.

- a. Exceptions as follows: 3-day hotspots check out for 3 days, and newspapers, genealogy materials, tablets, and computers are for in-library use only.
- h) Material Circulation Limits
 - a. Books – 100 checked out at a time
 - b. DVDs and CD Audiobooks– 5 checked out at a time
 - c. Games and Puzzles – 10 checked out at a time
 - d. Kits – 2 checked out at a time
 - e. Hotspots – 1 checked out at a time
 - f. Total items not to exceed 100
- i) Materials may be renewed by phone or email for an additional 2 weeks. Items can be renewed twice. Items can only be renewed if there are no existing reserves on the item at the time of renewal except for hotspots (hotspots are to be brought in for review before renewal). Local borrowers in good standing may reserve materials by phone or email at no charge.
- j) Borrowing privileges will be temporarily suspended until overdue materials are returned.
- k) Borrowers with overdue items will receive a phone call, e-mail, or text around 14 days overdue. Overdue letters are mailed at around 21 days overdue and assumed lost letter mailed at 30 days overdue (includes replacement charge).
- l) 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.
- m) 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.
- n) Library cards expire every 2 years to confirm contact information.

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 22.7 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 committing 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."

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