

Dayton Public Library
Circulation PolicyAdopted: 2005
Reviewed: 2/2007; 2/2012
Amended: 3/2015

Materials refer to any items available from the library. This includes, but is not limited to, books, magazines, video recordings, audio books, etc. The patron borrowing or using library materials will assume full financial responsibility for loss or damage to library materials in their care or use, or checked out in their name.

Library materials available for circulation may be checked out for a period of two weeks and may be renewed unless reserved for another person. Patrons may renew materials by calling, emailing, or visiting the library.

At administrative discretion, patrons may be limited to checking out 1-3 items at a time if they have demonstrated a chronic inability to return items in a timely manner and have had seriously overdue items on multiple occasions, usually indicated by not returning items after two or more contacts by the librarian after a period of two or months.

Library Cards

Library cards and borrowing materials (other than movies available for rent) are available at no cost to all city and county residents upon issuance of the Dayton Public Library card. The library requires a current address and telephone number for contact purposes in order to issue a card. A patron may be asked to provide date of birth for the library record in order to help establish identity and avoid duplicate records. Library card applications are taken orally at the counter and cards and subsequent borrowing privileges are issued immediately. Youth are issued library cards at the librarian's discretion based on age, maturity, and parental availability.

Library cards expire every three (3) years at which time personal informed will be reviewed and updated in order to maintain current and accurate records. New library cards expire in one (1) year followed by three (3) year increments.

Dayton Public Library shares an electronic web-based circulation system with the cities of Lehigh, Stratford, Gowrie, Harcourt, Duncombe, Callender, Algona, and Fort Dodge, among many others. This circulation consortium is called BEACON and is operated by TLC (The Library Corporation). Patrons from other BEACON libraries must obtain a borrower's card from their hometown library, and they may use that card at any of the participating BEACON libraries.

Reserved Materials

Patrons may reserve materials by calling, emailing, or visiting the library. The patron will be notified when the item becomes available, depending on demand, the item will be held at the front counter for one to two weeks for pick up. If the item is in high demand, it will be held for a shorter amount of time, given to the next patron on the waiting list, and the request for the material will be honored at a later

date, at which point the patron will again be contacted by the librarian. See movie rental policy for information on reserving movies.

Movie Rental

Movie rentals are available for 2-3 night periods for a rental fee of \$1 per each rental period, which is from one library open day to the next. Library hours are Monday, Wednesday, Friday 11 am-6 pm, and Saturday 9-noon. Movies may be checked out from Monday to Wednesday prior to closing, Wednesday to Friday, Friday and Saturday to Monday

Movies may be reserved for future dates by using the calendar available on the front counter. The movie will be held until the end of the day at which time it will be returned to general circulation if it is not claimed.

Renewals are allowed if the video is not reserved, and movies may be rented in advance for multiple rental periods.

Please be considerate of others by calling before keeping the movie another rental period to verify it is not reserved, and also by returning movies at least an hour before closing in order to allow other users to check it out.

Movies received after closing time will be charged an additional rental fee. In order to ensure movies are received in a timely manner, movies should be brought to the librarians attention at the front desk during open hours. Do not deposit movies into either drop box during open hours. Movies may be left in outside drop box when the library is closed, however, it is the patron's responsibility to ensure the movie drops into the box and is not left in the drop box door. If it is stolen from the door of the drop box, the patron is ultimately responsible.

A patron is required to pay outstanding movie rental charges before renting additional movies. The librarian may refuse movie rental service to any patron who continually abuses the materials or fails to return materials on time.

Open Access

Under Iowa's Open Access program, funded through the State Library's Enrich Iowa Agreement, anyone in the State of Iowa may obtain a City of Dayton library card at no charge and be eligible to check out materials. A Driver's License or other picture ID may be required for proof of address in order to set up a library card. In addition, items borrowed from a library, may be returned to any library in the State of Iowa, and under Open Access guidelines, that library will then return those items to the owning library.

The purpose of Open Access is to provide Iowans with direct access to more library materials and information resources. Open Access is a reciprocal borrowing program that enables customers from a participating library to go to other participating libraries and check out physical materials they own.

Electronic books are exempt from Open Access borrowing privileges due to contract restrictions in place by OverDrive which provides the library's eBooks and electronic audiobooks through NEIBORS (North

Eastern Iowa Bridge to Online Resource Sharing) and WILBOR (West/Central Iowa Libraries Building Online Resources). Only Dayton residents and surrounding rural residents are eligible to borrow electronic books using Dayton's NEIBORS account.

**Dayton Public Library
Confidentiality Policy**

Adopted: 3/2003

Reviewed:

Amended: 2/2007, 2/2012, 3/2015

The board of trustees recognizes the responsibility to protect the privacy of library users. Confidentiality is essential to protect and exercise First Amendment Rights. Staff will maintain confidentiality of borrowers and their activities, and will not discuss status of library membership with or about borrowers outside of the library.

Iowa Code 22.7 (13) Confidential Records. 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 or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.

**Dayton Public Library
Overdue, Lost, Damaged Property Policy**

Adopted:

Reviewed: 2/2007; 2/2012

Amended: 3/2015

It is the belief of the board of trustees that citizens of this community are considerate of the needs of others' rights to the use of library materials, and will make every attempt to return materials within two weeks of checkout. Materials are available for an additional two-week renewal. Patrons may renew materials by calling, emailing, or visiting the library.

In the interest of ensuring widespread and equal access to the library's collection, and realizing the immeasurable value in terms of public relations, this library will charge no fines for overdue materials except for video recordings that are available for rent.

However, Dayton Public Library shares an electronic web-based circulation system with the cities of Lehigh, Stratford, Gowrie, Harcourt, Duncombe, Callender, Algona, and Fort Dodge, among many others. This circulation consortium is called BEACON and is operated by TLC (The Library Corporation). It is the policy of the BEACON user group to not allow check outs to patrons who have an outstanding balance of \$5 or more on their account from any library in the consortium.

The librarian may contact patrons at his/her discretion by telephone, email, or written letter requesting the return of past due library materials. In the case of minors, parents may be contacted requesting return of materials. Library privileges, including check outs, movie rentals, and/or computer use, may be revoked at the discretion of the librarian until delinquent items are returned or compensation to the library is made by the patron after consultation with the librarian.

In the case of lost materials, the patron will pay the replacement costs of said items. The librarian retains the right to prorate the replacement cost based on the material's age and circulation history. Lost, older, and/or heavily circulated books and materials will not be weighed as heavily as newer books and materials. If the missing item is later found inside the library, the patron will be fully refunded any replacement costs.

As recommended by the State Law Library of Iowa, please note attached Iowa Code 714.5 and Iowa Code 808.12 concerning action allowed by law on the part of libraries in response to non-return/theft of library materials.