

Fort Dodge Public Library

Borrowing Library Materials

Policy

Fort Dodge Public Library strives to provide all patrons with fair and equal access to library materials.

Library Materials and Resources

All patrons may have access to library materials while in the building.

A valid library account is required to make use of some library services. To check out library materials, library cardholders must have a borrower account in good standing.

The library interprets possession of a card (or card number in a phone call or email request) as consent to use it unless it has been reported lost or stolen, or there is reason to believe consent was not given.

Loan Periods and Item Limits

Books, magazines, audiobooks, music CDs, and puppets are checked out for three (3) weeks. The library normally does not limit the number of these items a cardholder may have checked out on their card. The library reserves the right to limit the number of puppets checked out to a cardholder. (See Library Cards and Cardholder Responsibilities for limits for cardholders on Temporary Status.)

Kindles are checked out for three (3) weeks. The library limits cardholders to only one (1) Kindle checked out on their card at a time.

DVDs are checked out for one (1) week. Cardholders must be present to check out DVDs. The library limits cardholders to three (3) DVDS checked out on their card at a time. (See Library Cards and Cardholder Responsibilities for limits for cardholders on Temporary Status.)

A/V Equipment is rented out on a daily basis. Cardholders must be 18 years of age or older to rent A/V equipment. (See Fines and Fees addendum)

Newspapers can only be used in the library.

Reference materials may be checked out for three (3) weeks with the permission of a member of the library's management team.

Renewal of Materials

Materials designated as renewable can be renewed by telephone, in person or online through access to the cardholder's account.

A cardholder's account must be in good standing to renew materials.

Items on hold for another borrower cannot be renewed.

Books, magazines, audiobooks, music CDs, Kindles, and puppets can be renewed twice for additional three (3) week periods.

DVDs cannot be renewed. Borrowers cannot immediately check out DVDs they have just returned. DVDs must be available to other patrons for at least 24 hours before cardholders can check them out again.

Holds

Cardholders may place holds on books, audiobooks, and music CDs in-person, by telephone, or online through the library's website.

DVDs, puppets and magazines cannot be placed on hold.

Borrowers will be notified by preferred contact method when an item is available for them.

Items are held for four (4) days for pick up unless other arrangements are made. After four (4) days, items are passed on to the next borrower with a hold or the items are re-shelved.

Overdue/Damaged/Lost Materials

The library charges fines and fees to encourage compliance with procedures which promote fair and equal access to limited resources for all patrons. Cardholders may be notified of overdue materials, outstanding fines/fees, or problems with their borrower account in-person, by telephone, email notices, printed notices, and/or other means. Please note: fines and fees apply whether or not the notification is received. (See Fines and Fees addendum)

- The library does not charge daily fines for overdue books, magazines, audiobooks, music CDs or puppets.
- The library charges a daily fine for overdue DVDs for each day the library is open. The maximum fine on each DVD is seven (7) days of accrued fines.
- The library charges for lost or damaged library materials.
- The library charges for lost or damaged parts or pieces of library materials.
- The library may charge for repairable damage to library materials.
- Cardholders' access to library materials/services and public access computers will be suspended when fine/fee/overdue limits are surpassed.
- Parents or legal guardians are responsible for all assessed library fines/fees/lost materials for minor children.
- More extensive measures may be taken for excessively delinquent accounts, including the use of a collection agency and/or prosecution in a municipal court.
- The library may offer programs that allow for options to payment of fines/fees (such as a payment plan or a fine alternative program). All such arrangements must be made through a member of the library's management team.
- Fines/fees up to \$20.00 may be waived in full or part by staff, on a case-by-case basis.

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