

Fort Dodge Public Library

Borrowing Library Materials

Purpose

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

Library Materials and Resources – General Policies

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 or renew library materials, library cardholders must have a borrower account in good standing. Check out of materials may be limited for cardholders on Temporary Status. (See Library Cards and Cardholder Responsibilities for more information.)

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.

Physical Items

Most items (books, magazines, audiobooks, and music CDs) are checked out for three (3) weeks and may be renewed twice for additional three (3) week periods if they are not on hold for another patron.

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

The library normally does not limit the number of these items a cardholder may have checked out on their library card.

Most items (books, magazines, audiobooks, and music CDs) can be renewed by telephone, in person or online through access to the cardholder's account.

Cardholders may place holds on books, audiobooks, and music CDs in-person, by telephone, or online through the library's website. Borrowers will be notified by telephone or email when an item is available for them.

Items will be 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.

Magazines and DVDs cannot be placed on hold.

DVDs are checked out for one (1) week and may not be renewed. Cardholders must be present to check out DVDs. The library limits cardholders to three (3) DVDs checked out on their card at a time. Cardholders cannot immediately check out DVDs they have just

returned as they must be available to other patrons for at least 24 hours before a borrower can check them out again.

Newspapers can only be used in the library.

Most physical materials may be returned in one of the drop boxes located on the north side of the building or inside the library. Exceptions may include reference materials, items that do not fit in a drop box, or fragile items.

Library Equipment

Internet hotspots are checked out for one (1) week.

Cardholders must be 18 years of age or older, a resident of Fort Dodge, and present to check out a hotspot. Cardholders must present their library card and a photo ID in order to check one out. Only one Internet hotspot per household may be checked out at a time.

Failure to return a hotspot will result in the unit being deactivated remotely and actions taken for its recovery.

Hotspots can be renewed once for an additional one (1) week period by telephone, in person, or online through access to the cardholder's account if the unit is not on hold for another patron.

Cardholders may place holds on hotspots in-person, by telephone, or online through the library's website. Borrowers will be notified by telephone or email when one is available for them.

Hotspots are held for one (1) day for pick up. After one (1) day, hotspots are passed on to the next borrower with a hold or they are made available to other patrons.

Internet hotspots must be returned in person to the circulation desk and patrons must wait while a staff member processes the return and confirms all pieces are accounted for. Patrons will be assessed a set fee for any hotspot returned in a drop box.

LCD projectors are rented out on a daily basis and rental fees must be paid in full when the item is checked out. (See Fines and Fees addendum)

Cardholders must be 18 years of age or older, a resident of Webster County, and present to rent an LCD projector. Cardholders must present their library card and a photo ID in order to rent an LCD projector. Only one LCD projector per household may be checked out at a time.

Cardholders may reserve/place a hold on an LCD projector in-person or by telephone only.

Failure to return an LCD projector will result in the library taking action for its recovery.

LCD projectors must be returned in person to the circulation desk and patrons must wait while a staff member processes the return and confirms all pieces are accounted for.

Overdue/Damaged/Lost Items (See also: Fines and Fees Addendum)

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 items, 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.

The library does not charge daily fines for overdue books, magazines, audiobooks, music CDs, or Internet hotspots.

The library does charge 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 materials, parts/pieces of materials, and equipment.

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 seriously overdue/lost equipment or materials as well as excessively delinquent accounts, including the use of a collection agency, prosecution in a municipal court, and/or the involvement of law enforcement agencies.

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 library staff, on a case-by-case basis. Requests for the waiving or removal of fines/fees of more than \$20.00 will be referred to a member of the library's management team.