

Circulation Policy

Gutekunst Public Library

Getting a library account:

An individual account holder must be a minimum of 14 years of age or a minimum of 5 years of age with parental/guardian consent, and must provide a photo ID when registering. Both individual and family accounts are available. Parental signature is required for any individual account holder under the age of 14. The confidentiality of account holders, including minors, is protected by Iowa Code Chapter 22. All accounts are subject to annual renewal.

All new library cards will be mailed to account holders. New account holders will be limited to checking out two items, excluding any Library of Things items, until they return with the library card.

Open Access patrons:

The Gutekunst Public Library offers a library account free of charge to residents of State Center, rural Marshall County and the contracting cities of Clemons and St. Anthony. The Library also offers library cards free of charge to patrons of other libraries in Iowa that participate in the statewide Open Access program for reciprocal borrowing. Some library materials and services, including interlibrary loan and access to downloadable digital materials, will not be available to these borrowers.

Loan periods:

Check-out period for library materials is calculated on calendar days.

- Books, Audiobooks & Playaways: 14 days
- Magazines: 7 days
- DVDs: 7 days
- Library of Things: 3 days

Materials may be renewed in person, over the telephone, or on-line unless the material is reserved for another person.

There is a checkout limit of 25 items per account. DVDs are limited to 5 per account. Educators, including homeschoolers and childcare providers, are exempted from the 25 item limit.

Materials can be reserved in person, over the telephone, or on-line. Reserved items will be held for the patron for 3 days.

Tablets, laptops and makerspace items are to be used in the library only. They cannot be removed from the library building.

Some Library of Things items are only available for checkout by patrons 18 years or older due to liability or because such items are fragile, expensive, and/or designed for use by individuals of a certain maturity level.

Fines:

Items not returned on time are assessed the following fees:

Books, audio, DVDs, magazines & Playaways: The library does not charge a fine for these overdue materials. However, patrons are encouraged to return or renew materials by their due date. Accounts with overdue material will be blocked from further material check-out.

Library of Things \$5/item/day

There shall be a maximum fine limit set at \$10 per account.

Materials not returned after 30 days will be considered lost. Patrons will be asked to pay the replacement cost of lost or damaged items, including interlibrary loan materials. Failure to pay fines or other charges will result in the restriction or loss of borrowing privileges.

Materials not returned or paid for after 60 days will be considered "theft of city property," and account-holder(s) will be turned over to local law enforcement.

Approved April 13, 2023