

## **Dr. Grace O. Doane Alden Public Library Circulation Policy**

The Dr. Grace O. Doane Alden Public Library has many kinds of materials available through loan to the library patrons.

Materials checked out at the main circulation desk have the following circulation periods:

<b>Item</b>	<b>Check Out Period</b>	<b>Renewals</b>	<b>Limit of Items</b>
Books	21 days	2	20
New Books (6 months)	21 days	0	20
Audio Books	21 days	2	10
Periodicals	14 days	2	20
Movies	7 days	1	3 weekdays 5 weekends
Movies (New Releases)	3 days	0	3 weekdays 5 weekends
Movies (Non-Fiction)	14 days	2	3 weekdays 5 weekends

Items on Interlibrary Loan (ILL) are due as determined by the Library Staff and Library Director. ILL materials that become overdue may be fined up to \$1.00 per item per day. If ILL items are lost, the patron will be charged for the cost as determined by the lending library.

Special items are due as determined by the Library Staff and Library Director.

Reference materials are for in-house use only.

Books and other materials may be put on limited circulation periods when needed for classroom use or special programs as determined by the Library Staff and Library Director.

Overdue books, audio books and periodicals - Any tardiness beyond the renewal will incur a fine of 5 cents a day per item up to 90 days or the cost of the item, whichever is greater.

Overdue movie fines are \$1.00 per item per day or a maximum of \$30.

Discs must be returned in the case or the patron will be charged for the material.

If any disc is lost or damaged, the patron will be billed for the cost. The patron will be billed for the cost of the item plus \$10.00 to cover postage, overdue notices, and staff time.

If materials are kept longer than 60 days past the due date, they will be deemed lost and will be replaced. The patron will be billed for the cost of the fines or cost of the item (whichever is greater) plus \$10.00 to cover postage, overdue notices, and staff time. Please see Overdue Policy for more specific information

All library materials are due by 5:00 PM on item's due date.

Drop box returns - Items MUST be returned by 5:00 P.M.

Materials or items unaccounted for after three (3) months may be subject to the IOWA THEFT LAW and may be duly processed in accordance with said law!

Please refer to our confidentiality policy for more details about borrowers' rights and confidentiality in the library.

**Revised and Approved by the Dr. Grace O. Doane Alden Public Library Board of Trustees:**

**1998**

**2010**

**January 2020**

**2002**

**February 2013**

**April 2022**

**2005**

**March 2018**