Circulation Policy

1. Borrower Eligibility and Responsibilities:

The Stubbs Memorial Library participates in the Open Access program. Any person, regardless of residence, is eligible for a library card or can have their up to date library card from another Iowa library honored. Residents of Holstein, and rural Ida County have full access to the library’s physical and digital collection and services for free. Library use privileges may be subject to suspension or ban for serious and/or continued violation of Stubbs Memorial library policies.

The patron is responsible for returning physical materials in a timely manner and in the condition the material was in when it left the building. This includes print materials (books, magazines) and non-print materials (cake pans, library equipment, dvds, audio-books, etc.) that belong to the library collection. All materials to be loaned must be checked out at the circulation desk.

The patron is responsible for the replacement of any lost or damaged material checked out in their name.

1. Registration:

All library patrons (Adult, Child, and/or Agency) are required to fill out and sign a patron registration card that states that they “Agree to obey all the rules and regulations of the library, to pay promptly all fines charged against me for the injury or loss of books, and to give immediate notice of any change of address”.

Patrons should fill out the registration card with his/her current address, and/or phone number, or a regularly checked email address.

Children under the age of 14 must be accompanied by a parent or guardian when applying for a library card. The registration card requires a parent/guardian signature.

An individual over the age of 14 in good standing can apply for a library card.

Patron and parent/guardian (for children under age 14) signatures indicates that he/she understands that they are willing to follow the rules and regulations of the library and understand their patron responsibilities.

1. Confidentiality:

The Stubbs Memorial Library Board of Trustees uphold that all library records, circulation, reference questions, and requests, are confidential as required by Iowa law. Patron information will not be made available to any agency of state, federal or local government except pursuant to a legal process.

Section 22.7 (13) Code of Iowa, provides that libraries may not reveal to a third party the titles of items another patron has borrowed. This law includes materials borrowed by children and requests by their parents for this information. Parents that ask about children’s cards can be told due dates of loaned items, but information such as titles are at the discretion of the Director.

The library will release information to a parent or guardian of a minor in matters of recovering overdue materials and settling accounts for lost, damaged or late materials incurred by minor children, where a parent or guardian may be considered liable.

1. Interlibrary Loan:

The Stubbs Memorial Library participates in and uses regional and state interlibrary networks and is a member of the Open Access and Enrich Iowa programs with the State of Iowa. Stubbs Memorial library is part of the Iowa SILO network.

Patrons must live in Holstein or rural Ida County to make interlibrary loan requests. Patrons of other libraries are encouraged to use their local town library first. Loan requests need to be made out at the circulation desk. Not all items requested are possible to be loaned due to demand, age of title, condition or other factors. There is a $3.00 fee for each interlibrary loan transaction. In special cases the librarian on duty can waive the fee. Other fees may apply if the loan request is out of the Iowa Library service network.

The patron who made the loan request assumes responsibility for lost and damaged interlibrary loan materials.

The Stubbs Memorial Library also loans materials of its collection out to other Iowa libraries.

1. Loan Periods:

The Stubbs Memorial Library observes the following loan periods:

1. Books: 2 weeks
2. Magazines: 1 week
3. Movies: 3 days
4. Audio-Books: 2 weeks

The number of items that may be checked out to one patron is 20.

Renewal and reserves by patrons can be made in person, by phone or by email.

A need for a longer loan period for a material can be arranged with the Director if needed.

1. Delinquent Material:

Fines on overdue library materials are set as:

1. Books/Audio-books: 2 cents per day.
2. Movies: $1.00 per day.

Overdue notices are handled privately and confidentially by library staff.

Iowa Code #714.5 provides the library with the provision of prosecution to retrieve overdue materials and the fees associated with those materials, if they have not been returned within two months, which by law states, is evidence of intent to deprive the library of its property.

(see Iowa Code #714.5 attachment)

Reviewed and updated: 3/25/19