

Circulation Policy

The purpose of the Circulation Policy is to establish who may obtain a library card at the Sheldon Public Library, the privileges associated with a library card, and what might cause those privileges to be suspended. The Circulation Policy establishes fines and fees for overdue, lost or damaged materials, and other circulation services.

Obtain a Library Card

Resident Card

Residents of Sheldon and contracting cities can obtain a free library card. Adults may be issued a Library card upon receipt of a completed and signed registration form, a photo ID, and proof of residency (e.g., a current utility bill with mailing address).

Student cards are issued to children entering kindergarten through sixth grade. A parent or guardian must be present at the time of registration.

Third Judicial District Residential Treatment Facility residents are not eligible for Library cards.

Open-Access Card

Individuals living in Iowa but outside of Sheldon's city limits can obtain a free library card if the library in their hometown participates in the Iowa Open Access Program. For a list of participating libraries, visit the State Library's website. BRIDGES is not available for use by open-access library cardholders.

Non-Resident Card

Individuals living outside the Sheldon city limits may purchase a library card. Current options include \$25.00 for one quarter (3 months) or \$85.00 for one year. BRIDGES is not available for use by non-resident library cardholders.

Replacement Card

A charge of \$3.00 will be made for the replacement of a lost or damaged Library card.

A replacement Library card will be issued after a patron has paid all fines and/or returned all overdue material borrowed on the previous card.

Card Holder Responsibilities

When you sign up for your Library card, you sign a statement agreeing to the following:

- Abide by the library's policies.
- I accept responsibility for all items checked out on my card.
- I accept responsibility for all items checked out on my card by persons that I have loaned my card to.
- The information provided is accurate and I accept the responsibility to keep my address, phone, and email information current so that I will receive library notices in a timely manner.
- If my card is missing or stolen, I will report it immediately to minimize library materials being checked out on my stolen card.

Borrowing Procedures

- The library card should be presented each time loans are made.
- Library privileges may be suspended if a fee or fine of more than \$3.00 is on the patron library card.
- Items may not be renewed if another patron has reserved them.
- Items that are already overdue two weeks may not be renewed unless the patron comes in with the item to check it out again.
- It is unlawful for persons to willfully, maliciously, or wantonly tear, deface, mutilate, injury, or destroy, in whole or part, any property belonging to the Library. No person shall take possession or control of Library property with the intent to deprive the Library thereof.
- Persons believed to be concealing Library materials may be detained and searched pursuant to law.

Books, and Audio Books

All books are loaned for a period of two weeks. Books on reserve or obtained through interlibrary loan may not be renewed.

Periodicals

Periodicals are loaned for a period of two weeks and may be renewed twice, if not reserved. The most current issue of periodicals is not checked out.

Learning Kits

Learning Kits include a variety of materials, such as print, audio-visual, or hands-on experiences, to help children learn to develop specific skills. There are kits for a variety of topics, including pre-literacy, phonics, and STEAM.

- Only two kits may be checked out per family at one time.
- Only adult cardholders (ages 16+) may check out a Learning Kit.
- Learning Kits check out for two weeks and cannot be renewed.
- The library cardholder is responsible for the contents of the kit. Each kit contains a detailed list of all items in the kit and the replacement costs. Any damage or loss will result in assess fees.
- The borrow will pay the total of all pieces lost/damaged, not to exceed the total value of the kit. If an entire kit is lost, the cost of the kit plus a \$10.00 processing fee will be assessed.
- The Library reserves the right to inspect the kits in front of the patron before and/or after checkout.

Mobile Hotspots

Patrons wishing to check out a mobile hotspot must have a valid Sheldon Public Library card in good standing. Mobile hotspots check out for 14 days at a time with up to 2 renewal periods, as long as there are no holds on the item. Only one hotspot per library card is allowed. At the time of checkout, the borrowing patron must present their library card and state-issued ID. Upon checkout, Library staff will confirm, in the presence of the borrowing patron, that all items are present in the hotspot kit. The patron must sign the Library's Hotspot Borrowing Agreement before a hotspot can be checked out. Mobile hotspots may not be returned via the library's outdoor book drop. Patrons must bring the hotspot inside the building to be checked in. Failure to return the hotspot in the proper manner will result in a \$15.00 fine added to the patron's account.

Mobile hotspot kits are considered a non-traditional library material and are therefore subject to

overdue fines. Fines will accrue at the rate of

\$5.00 per day with a maximum of \$50.00 in fines per mobile hotspot. The replacement cost for a lost or damaged hotspot is \$90.00 plus a \$10.00 processing charge. There may also be a separate charge for lost or damaged hotspot accessories.

Mobile hotspot service relies on cell tower technology and coverage. Service outside the continental United States is prohibited; any fees associated with use outside of this area will be the responsibility of the borrower. User experience can vary based on location. The Library is not responsible for personal information shared over the internet or for information or websites accessed. The Library is not responsible for any liability, damages, or expense resulting from the use of the hotspot.

Service to mobile hotspots will automatically be turned off by the Sheldon Public Library once the item is three days overdue. Patron accounts are subject to suspension of borrowing privileges as outlined in the Library's Circulation Policy.

By borrowing and initiating use of the Library's hotspot, the user agrees to abide by the Library's policies and rules, and agrees to hold the Library and its agents harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the Library's hotspot and internet access provided by the Library. Deliberate alteration of any files or modification of the configuration of Library- owned equipment is strictly prohibited.

Interlibrary Loan

Loans from other libraries shall be loaned under the same policies as Sheldon Public Library materials. Postage and applicable copy fees are the responsibility of the borrowing patron.

Items not returned shall be billed to the borrowing patron as billed by the lending library. Overdue and billing charges shall be included.

Failure to return interlibrary loan materials will result in loss of library privileges.

DVDs

DVDs are loaned for two weeks. There is a limit of five video materials per family.

Outdoor Book Drop

A book drop is located on the outside of the building for patrons wanting to return items when the library is closed. Items returned in the book drop after the library is closed, will be checked in on the next day the library is open.

Deposit Collection Policy

The Sheldon Public Library offers a service program of rotating collections to institutions, service providers, or congregate housing units that meet the following criteria:

- The institution does not have a clear responsibility for providing its own library resources under either state mandates or sound educational practice. Public and parochial schools serving grades K-6, K-8, K-12 or any combination thereof are specifically excluded from deposit collection service under this policy.
- Residents or clients of the institution, because of age (the very young or the elderly) or infirmity, would have greater than normal difficulty in making on-site use of the library.

- Residents or clients of the institution may be individuals of diminished responsibility who would have difficulty in adhering to library circulation rules and procedures.
- The institution will provide a coordinator for the service who will arrange for space for the books and follow up on missing items.
- The Library will attempt to fill special requests from individual deposit collection sites received at least two weeks in advance of a delivery, but the type of material loaned may be restricted due to the extended loan period of the collections.
- Excessive loss as determined by the library will result in reevaluation and possible discontinuance of the service to the institution.
- The Library will consult with the coordinators on the type and quantity of material desired for the residents or clients, but the Library is solely responsible for deciding what will be provided. The Library may limit quantity and type of the material and frequency of delivery.
- The Library will advise the coordinators in advance of the delivery schedule
- Excessive loss as determined by the Library Director and Library Board of Trustees will result in re-evaluation and possible discontinuance of the service to the institution.

Fines

As the library does not wish to penalize anyone for using library services, overdue fines are not assessed. Patrons are expected to return their items when they are due or renew them as appropriate. Patrons with items that are 4 weeks overdue will be considered lost and the patron will be billed the cost for replacement.

Library privileges may be suspended if a fee of more than \$3.00 is on the patron's library account.

Damaged Materials

Patrons are responsible for the care and return of items checked out on their account. If Library materials are returned damaged and the extent of the damage is such that the Director or Assistant Director determines that the item cannot be put back into circulation, the patron will be assessed the following fees.

- The original cost of the item, as listed in the Library's circulation records.
- \$10 processing fee to help cover the cost of putting the new item into circulation.

Patrons are responsible for paying the above fees. Replacement items, provided by the patron, are not accepted.

Overdue Materials

The library is entrusted by the citizens of Sheldon to provide, maintain and track items that have been purchased with taxpayer dollars. In order to protect public property the library has a schedule it follows for overdue materials.

First Notice

Two weeks after the item is due, the patron will be called by phone and, if not reached, a letter will be sent itemizing the overdue items. The patron will not be allowed to "renew" the items to avoid incurring replacement charges.

Second Notice

Four weeks after the due date, a bill notice is sent from the Director asking for a return of the items and stating the replacement charges for lost items. The replacement charge includes the value of the item and processing fees.

Eight Weeks Past the Due Date

Eight weeks after the due date the library will consider additional actions. Possible actions include sending a certified letter of "notification of criminal action" as described in Iowa Code section

714.5. If the certified letter gets no result, the Director may contact law enforcement or the City Attorney. Keeping library materials after library personnel have followed these steps to get public property back constitutes the crime of theft.

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