

Madrid Public Library

Circulation Guidelines

The Madrid Public Library Board of Trustees seeks to provide easy community access to library materials while ensuring their use for all library patrons.

The Library provides free access to all of its materials to all patrons. The Library believes that individuals have the freedom to choose their own materials; it is the right and obligation of parents or care givers to develop, interpret, and maintain their own values in their family.

REGISTRATION

1. All library circulation records are confidential under Iowa statutes
2. The Madrid Public Library is committed to the philosophy of statewide library service. All residents of Iowa are eligible for a library card.
3. A temporary Out-of-State card may be issued:
 - A 3 month temporary card may be issued to patrons who meet one of the following criteria:
 - A minor who is visiting a relative that has a Madrid Library card in good standing, contingent upon the relative signing the application card.
 - An adult who has the appropriate ID showing current out-of-state address. A deposit of \$5.00 will be required with a three-item limit per card. Deposits will be returned when all items have been returned and all fines or fees paid.
4. Anyone borrowing items from the Madrid Public Library must register for a Madrid Library card. Identification sufficient to verify name and mailing address is required.
5. A parent or guardian must sign the registration application for children under the age of 16 and are responsible for fees or charges incurred by their children.
6. Anyone wishing to check out materials from the Madrid Public Library must present their current library card at time of checkout.
[Exception-most of the children's cards are kept within the library].
7. A \$1.50 fee is charged to replace a lost or damaged library card. Patrons are responsible for all materials checked out on their library card unless it is reported lost or stolen.

8. Patrons conducting business for another patron must present that persons' library card. [children should have their parent's card if they want to check something out for their parent].

Loan Periods

1. A seven (7) day loan period applies to DVDs.
General books, audio books, and magazines have a three week loan period (21 days). New release DVD's have a three day checkout.
 - The lending library determines the loan period for interlibrary loans.
 - Certain Reference materials have limited loan periods.
 - Cake pans have a seven (7) day loan period.
 - Newspapers, Chilton Manuals, and specialty Reference materials do not circulate.
 - Items may be renewed unless the item has been reserved by another patron. Items may be renewed by phone and email. Patrons can also renew items through their own accounts on the library's circulation system. Some restrictions may apply to other items, such as reference or interlibrary loans.
 - Patrons wishing to use an item that is checked out may place a reserve on the item by phone, in person, by email, or through their account on the library's circulation system.

Overdues

1. Overdue charges for books are ten (.10) cents per day per item and movies are fifty (.50) cents per day per item to a maximum of five (\$5.00) dollars per item.
2. Sometimes, patrons return Madrid Library items at another library. That library indicates the date they receive the item and our fines will accrue as applicable.
3. Patrons with outstanding charges on their record exceeding five dollars (\$5.00) will NOT be allowed to borrow until the charges are reduced below five dollars. (\$5.00).
4. Patrons with unreturned overdue items will not be allowed to borrow until the overdue items are returned.
5. Patrons are notified about overdues, by telephone, and by mail. The last notice will indicate billing at the replacement cost of each item. Patrons can also sign up for email and text reminders of overdue materials.

Lost or Damaged Materials

- 1 Lost or severely damaged items incur a replacement cost of the list price of an item.
- 2 Charges for interlibrary loan items are determined by the lending library.

Revised and reviewed by the Board of Trustees

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