

Sully Community Library

Circulation Policy

Materials

1. There is no limit to the number of materials a patron may check out AFTER the patron establishes a return record. New patron accounts are limited to 2 items/family member. At the Library Director's discretion renewals and checkouts may be restricted, for up to 6 months.
2. According to Iowa Code Sec. 714.1, 'no person shall take possession or control of property of the library with the intent to deprive the Library thereof.' Failure to return items is considered theft.
3. Patrons are financially responsible for library materials checked out and any fines accrued. Parents will be held responsible for materials checked out by their children.

Loan Period

1. Unless otherwise stated the circulation period for books, magazines and audio books is three weeks.
2. STEAM kits, games, DVDs and computer software circulate for one week.
3. Classroom loans to teachers circulate indefinitely until a teacher is finished with them. This does not include ILL books.

Renewals

1. All materials in the library collection may be renewed one time. Items that are past due cannot be renewed once they are more than 7 days overdue.
2. Materials that are on hold for other patrons may not be renewed.
3. The Library does not automatically renew items. The patron must request items to be renewed.
4. Additional renewals may be granted for patrons with an established return record at the directors discretion.

Reserves

1. The computer assigns holds on items requested in the order they are requested.
2. Patrons will be called as soon as the book is available and the date noted.
3. Reserves will be held for 5 days for patron to pick up.

Fines and Fees

1. Books, audio disks, and magazines do not accrue fines.
2. STEAM kits, games, DVDs, and computer software will generate fines at the rate of \$1 per library day, not to exceed the replacement cost.
1. Library fines and fees exceeding \$5 must be paid before further checkout of materials will be allowed. If patron has overdue materials, the circulation staff will determine if that patron may continue to borrow materials.

Overdue Materials

1. Notifications will automatically be sent by email 3 days prior to an item coming due. Once overdue, another email will be sent at 2 days past due. Once an item is 7 days overdue or more, it can no longer be renewed.
2. At 14 days overdue, a 2nd notice is automatically sent, and the account will be suspended (no additional check outs allowed) until all overdue items are returned.
3. 21 days overdue – Personal email will be sent, or reader called if no email.
4. 45 days – final notice will be automatically emailed. Account will be billed for cost of items.
5. 60 days overdue – Certified letter will be sent, with postage and administration costs added. These costs must be paid even if items are returned.
6. 75 days overdue – items are no longer accepted for return. Patron must pay all fees on account.

InterLibrary Loans

1. The library will order interlibrary loans through SILO for City of Sully and rural Jasper County residents.
2. Each item must be returned when the lending library requests and will only be renewable if the lending library allows.
3. If an item is lost in the mail when returning, the library will be responsible for the replacement of the item.
4. If a patron loses or damages an item, the patron is responsible for the replacement cost of the item as determined by the lending library.
5. If items are returned late, patron will assume overdue costs charged by lending library.

Approved 6/2000

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