

# West Union Community Library

## Circulation Policy

### Library Cards

Adults may apply for a library card with proper identification and proof of residence.

Children 5 -17 years of age may obtain a library card with a parental signature.

Cardholders are responsible for all materials checked out on the card and for payment of fines and fees assigned to the card.

The Library Director may refuse or restrict a library card if a pattern of abuse is established.

Library cards expire yearly to confirm address and other contact information.

2 item limit for new cardholders during the 1<sup>st</sup> two months

First card free, Replacement card \$ .50

### Borrowing Privileges

Cardholders are responsible for all items checked out on their cards.

Anyone, regardless of age, may select from any part of the library collection. Responsibility for the use of materials by children and adolescents rests with their parents or legal guardian.

The library respects the confidentiality of all patrons. Please refer to West Union Community Library Confidentiality Policy.

Patrons are responsible for notifying the Library of any change of name, address and phone number.

### Check-out periods

Videos/DVD (limit of 5)	1 week
Magazine - newest issue	overnight
Other magazines, books, audio books & CDs	2 weeks
Reference Materials	3 days
Iowa Collection, Lincoln Collection	in-library use
Non-cataloged paperbacks	unlimited

## **Suspension of privileges**

Circulation and computer use are suspended if the patron's library card is restricted for any reason, the patron has outstanding fines of \$10 or more, or has materials checked out that are excessively overdue.

Failure to return books and other overdue library materials after 4 written or verbal notices will result in suspension of library privileges until the materials are returned or paid for.

## **Denial of Service**

The Library Director has the discretion of limiting circulation privileges if an immediate family member or person living in the same residence as a patron, has excessive fines or lost/damage charges,

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