

# Earlham Public Library

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## **POLICY: Circulation Policy**

Adopted: January 15, 2013      Last Revision: Feb. 17, 2020      Next Review: February 2023

**Board President Signature** \_\_\_\_\_

## **Circulation Policy**

- The loan period is 4 weeks for books, audio and periodicals; 2 weeks for Kindles; 1 week for movies and video games.
- Reference materials may not be taken out of the library.
- The loan period can be renewed for materials that are not on a waiting list. Renewals can be done in person, by telephone, by email, or online.
- Adults and children may check out 50 items at one time but are limited to 4 movies and video games per family, subject to library staff discretion.
- The maximum number of books that can be requested on interlibrary loan is 4 per month per family, subject to library staff discretion. \$0.25 for more than 4 per month per family.
- Patrons' borrowing privileges will be withheld until past due materials are returned.
- Patrons with overdue materials will be contacted with a reminder.
- Lost or damaged material must be paid for or replaced by patrons.

## **Confidentiality**

The Earlham Public Library supports the principles of the right to privacy and the Code of Iowa 22.7 (13) as laid out below for your convenience.

“The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information:

The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling."