

Circulation Policy

POLICY STATEMENT

The Stanton Public Library seeks to have as few restrictions on the flow of information as possible, while also protecting the library's resources. The library does this by maintaining a database of registered borrowers and by giving customers in good standing access to the library's collections. The Stanton Public Library strives to provide the community efficient and equitable access to library materials and information, while ensuring these same materials are available in good condition for all.

REGULATIONS

- Library cards are issued free to residents of Iowa. The Stanton Public Library participates in the State of Iowa Open Access Program.
- When coming to the Stanton Public Library to apply for a card you must bring identification with your current address on it. For example, a driver's license, utility bill or checkbook. Children who have not reached 14 years of age must have a parent or guardian sign their application card.
- Library cards are valid for as long as the patron is in the area.
- By setting up a library account with the Stanton Public Library, an individual accepts full responsibility for the use and return of all materials borrowed on this account. No fines are charged for overdue materials.
- Any library material lost, not returned or damaged shall be paid for at the market price or replaced with a similar item.
- Account holders are to return or renew materials on or before their due date, paying for lost or damaged items promptly, and promptly informing the library of any change in their contact information.
- All library materials may be checked out for two weeks. There are no limits on the amount of print materials that can be checked out at any given time. Library materials can be renewed or reserved by phone, by accessing your account on the library's online catalog, by email, or in person.
- Due to contractual obligations, certain services, such as BRIDGES, are limited to only residents within the City of Stanton, rural Montgomery County, and contracting entities.

- Library cards also include access to the library's computers and internet.

IINTERLIBRARY LOAN

- Interlibrary loan is available to Stanton and rural Montgomery County residents.
- Patrons can request up to five (5) items at any given time. Requests may be made in person, by phone, or by email.
- Interlibrary loan requests will only be made to libraries in the continental United States.
- There is no charge for interlibrary loan materials.
- Interlibrary loan item due dates are set by the loaning library, not the Stanton Public Library. Items may or may not be available for renewal.

CONFIDENTIALITY

- All patron records and information are confidential, pursuant of Iowa Code, Chapter 22.7 (13).
- No patron information will be shared with other patrons.
- Any patron listed on a library card, such as a Family card, can receive information about the account's library actions.
- The Library Director is the Custodian of the Record.

Adopted by the Board of Trustees

Date and signed

Charmla Carpenter
Larriet D Olson
Brian P Hoff
Georgia K. Clark
Peggy S Reed

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