

# Hamburg Public Library

## CIRCULATION POLICY

Adopted: June 5, 2000

Reviewed: May 5, 2004, November 2, 2020

Revised: April 4, 2011, February 3, 2014

<b>Item</b>	<b>Checkout period</b>	<b>Item limit</b>	<b>Fines</b>	<b>Max fine</b>
Books	3 weeks	No limit	.10/day	\$1.00
Audiobooks	3 weeks	3 titles	.10/day	\$1.00
DVD's	1 week	7 titles	.10/day	\$1.00
Magazines	2 weeks	No limit	.10/day	\$1.00

- A current library card is required to borrow books, magazines, and other materials. Persons eligible for library cards must be a resident of Hamburg or Fremont County. Lending books or other materials of the library to non-residents are on the same terms and conditions as to residents of the City or County; this may be done through the state Open Access program or by a city contracting for library service.
- Children who fit the residence requirements and are at least 5 years old are eligible for a library card according to the discretion of their parents or legal guardian. Parental signature is required for persons under age 14. Responsibility for a child's selection and return of materials, and any fines or charges accrued on the child's card, is held by the parent or guardian of the child.
- Books may be renewed a second time, if no reserves have been placed on the item by other library patrons.
- A hold/reserve list will be maintained.
- The librarian will make follow-up contact with parents and borrowers of overdue books. A third notice of overdue material will warrant a certified letter, which will include a bill for the cost of the book and processing fees.
- If books are lost, borrower will repay the value of lost materials or forfeit right to borrow any other materials or use computers.
- Library circulation records and other records identifying specific users are confidential in nature. Confidentiality extends to information sought or received, materials consulted, borrowed, or acquired including Internet and electronic resource search records, reference interviews and transactions, interlibrary loan records, and other personally identifiable uses of library materials or services. However, persons attending library programs or public meetings may be photographed as audience members.

- The lawful custodian of the records is the Library Director. Only the Library Director and authorized library staff shall have access to patron records without the consent of a library cardholder.
- The library's adopted circulation policy is consistent with the principles of the right to privacy and the Code of Iowa as follows:

**22.7 Confidential records.** The following 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...:

13. The records of the 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 record shall be released only upon 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.