

# **Borrowing Privileges and Responsibilities**

## **1. Resident and non-resident**

Any resident of Iowa may obtain a library card by filling out the registration card, which is available by asking the circulation desk. Borrowers under the age of fourteen (14) are asked to have a parent or guardian's signature.

There is no fee for the card, which will be valid for 3 years. With the exception of Bridges, Brainfuse and Interlibrary Loan\* the holder of a valid card will have full use of the library and its normal services. An invalid card will limit the patron to in-house use only.

Borrowers are expected to return all materials on or before the due date or ask to have the materials renewed. No over-due fines will be collected but donations to the conscience box will be encouraged.

Cards may become invalid if materials checked out by the cardholder are overdue for two months or more; or if materials are lost, destroyed or damaged while in the borrower's possession and monetary settlement is not made. The monetary settlement is based on the replacement cost of the materials.

\*Online database agreements stipulate that downloadable materials (including ebooks, audiobooks and magazines) are to be provided only by a patron's home library (residents of Lake City and rural Calhoun County). Patrons are also encouraged to make interlibrary loan requests through their home library.

## **2. Interlibrary Loan**

Materials not owned by the Lake City Public Library may be borrowed from another library through interlibrary loan. Loan periods and renewal policies for interlibrary loan materials are determined by the lending library.

The service is free unless the item needs to be borrowed from a library not on the Iowa libraries courier route. If postage cost is incurred by the library, the requesting patron will be charged a fee of \$1.50 per item. Students and teachers requesting materials for school will not be charged a fee.

## **3. Video DVD**

Movie and TV DVDs are marked with the MPAA Rating. While video collections are provided for children and young adults, use of adult library materials is not restricted by staff according to patron age. Limitation in juvenile library videos is considered a parental responsibility and not a function of the library.

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