

Circulation Policy

1. Loan period, Number of Items Loaned and Renewal

Most materials will be loaned for three weeks. Exceptions: Video DVD's will be checked out for one week.

There is no limit to the number of items loaned with the exception of video DVD's. A borrower may only check out a limit of five video DVDs at one time.

The borrower may renew by phone or online for the first and second renewal. A third renewal will be granted only if the materials are brought to the library to be renewed and no other patron is waiting for the materials.

2. Confidentiality

The Board of Trustees of the Lake City Public Library recognizes that the circulation records of this library are confidential in nature and advises all library employees that such records shall not be made available to anyone including parents of guardians or minors, or any agency of state, federal, or local government except pursuant to federal, state or local law relating to civil, criminal, or administrative investigatory power.

Furthermore, the library will resist the issuance or enforcement on any such process, order or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

Code of Iowa, Chapter 22: "Examination of Public Records" Section 22.7, Confidential Records.

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 information...

Subsection 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 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 information is cogent and compelling.

3. Reserved and Reference Materials

A patron may reserve library materials that are checked out or on order. Materials will be reserved on a first-come first-served basis.

A small portion of the library's materials is limited to in-library use only. They are plainly marked with a reference sticker. These will not be allowed to circulate.

4. Fines and Damages

Monetary settlement must be made for materials lost, destroyed or damaged while in the patron's possession, as a result of their action or neglect. Settlement will, generally, be based on the replacement cost of the materials. If settlement is not made, the borrower's library card will be invalidated.

Payments for lost or damaged books, fines and fees will be deposited in the library budget.