

**EDWARD F. OWEN MEMORIAL LIBRARY
BORROWER'S POLICY**

Edward F. Owen Memorial Public Library borrower cards are available for permanent residents of Carter Lake and Pottawattamie County. All borrowers must provide proof of residency within Carter Lake or Pottawattamie County. This must include, but not be limited to, a valid driver's license or state issued I.D. card. Cards are also available to employees of the City of Carter Lake and faculty of the Carter Lake Elementary School, regardless of where they live.

Note: Children under the age of 18 years are entitled to a borrower card. To apply they must have a parent/legal guardian (who must prove residency) accompany them to the library and sign their borrower card application.

All borrower cards are valid for 4 years. All new library cards will be mailed and library materials cannot be checked out until a library card is issued. New card holders are limited to 2 items checked out at any given time for a 60 day period from the issuance of a new card.

All books, audio, and magazines are checked out for 3 weeks with a 10 item limit per checkout. All DVD's are checked out for 1 week with a 2 item limit per checkout.

Funding for the Owen Memorial Public Library is supported by the taxpayers of Carter Lake and Pottawattamie County, Iowa. The Owen Memorial Library does not have reciprocal borrowing agreements with the Omaha Libraries. If you have an Owen Memorial Library card in good standing you may apply for a card at the Council Bluffs Public Library. If you have a Council Bluffs Public Library card in good standing you may apply for an Owen Memorial Library card. The library does not issue temporary library cards.

Lost or Stolen Library Cards

Lost or stolen library cards must be reported immediately in person or by telephone to prevent unauthorized use or access. Patrons are responsible for all use of their library cards and all items checked out on their accounts. Lost or stolen library cards can be replaced with photo identification.

Borrowing privileges are suspended when a patron has been turned over to the police for items not returned or lost/damaged items have not been paid for. Borrowing privileges may be reinstated after 90 days when all fines/fees or cost of item is paid in full by cash only.

Homebound Program

If you have a physical impairment which prohibits you from visiting the library the library can deliver items to Carter Lake city residents with library cards in good standing. Please call the library at 712-347-5492 or e-mail: owenlibrary@cox.net. You may order any materials that the library circulates. The library will deliver the items to you with a receipt showing the date by which the items should be returned. Homebound customers are not charged fines. However, homebound customers are responsible for paying fees for lost or damaged items.