

**EDWARD F. OWEN MEMORIAL LIBRARY
CIRCULATION POLICIES**

I. CIRCULATION SERVICES

A. Borrowers

Residents of the City of Carter Lake and Pottawattamie County are eligible to receive library services at no charge.

B. Registration

1. All residents of Carter Lake may register as borrowers by completing an application form. If the applicant is under the age of 18 a parent or guardian must sign the form. All residents of communities that participate in the Open Access program may register as if they were residents of Carter Lake and receive full borrowing privileges.

2. 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. Users from Open Access communities may provide any of the above or a valid library card from their local library.

C. Non-resident fees

The Edward F. Owen Memorial Library does not have a reciprocal agreement with the Omaha, Nebraska Public Library system. All non-residents are welcome to browse the library but may not check materials out. Non-residents may have to pay a \$2.00 fee when using the computers, depending on the nature of the use. All fees may be waived at the discretion of the Library Director or staff.

D. Loan periods

All books, audio, and magazines are circulated for three weeks. All DVD's are circulated for one week. Reference materials may be checked out for one week and cannot be renewed.

E. Renewals and Reserves

All items may be renewed as long as they are not overdue and no other patron has requested them. A reserve list is maintained for materials owned by the library but not on the shelf. Request to renew materials may be made in person or over the telephone.

F. Failure to return borrowed items.

Failure to return library materials for two months or more after the date the person agreed to return library materials is evidence of intent to deprive the library. Reasonable attempts will be made to contact the person including mailing letters of notice that such material is overdue and criminal actions will be taken to reclaim the materials. After the expiration of three (3) days following the second (2nd) mailing date, the Director may request the assistance of appropriate law enforcement agencies and/or the City Attorney to recover the materials. **All costs including fines will be paid with cash or money order only.**

II. CONFIDENTIALITY OF RECORDS

The Edward F. Owen Memorial Carter Lake Library recognizes that the circulation records of this library are confidential in nature and advises all library employees and volunteers that such records shall not be made available to anyone including 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 of 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.

III. FEES

A. Fines

Overdue fines are 10 cents per item per day to a maximum of \$5.00 per item.

B. Copy Machine/Computer Printouts

The library will charge 10 cents per page for all copies. Color copies are 25 cents with a limit of 20 copies per customer.

C. Fax Machine

The library will send and receive faxes for 25 cents per page.

D. Lost/Damaged materials

Any patron who loses or damages library materials will be assessed a fee based on the purchase price of the material. **All costs including fines will be paid with cash or money order only.**

IV. INTERLIBRARY LOAN SERVICES

A. Participation in Regional/State networks

The Edward F. Owen Memorial Library participates in Open Access, Access Plus and Interlibrary loan for the efficient requesting of materials available at other libraries. We may charge a fee of \$3.00 per book (to help cover the return postage).

B. Protocols/Procedures

Patrons requesting materials not owned by the Edward F. Owen Memorial Library should ask for assistance from a staff member. The item is then searched for in SILO and if found, a request is sent to the lending library.

C. Items to be requested

In general most books may be requested through interlibrary loan. Books that are best sellers, rare books, or reference materials may not be available through ILL. Most libraries will not loan new books, very old books or audiovisual materials. Magazines are usually not loaned but specific articles may be photocopied and retained by the requester.

D. Lending to Other Libraries.

The Edward F. Owen Memorial Library will lend books to any library that submits a request that complies with the copyright guidelines subject to the availability of the item requested.

V. COMPUTER USE

A. One person at a time per machine unless authorized by Library staff. See Internet Use Policy.

B. All use of the computer must be recorded on the sign-up sheet.

C. Request for use of the computer will be taken on a first-come first-served basis.

D. Assistance in the use of the computer may be available but users are expected to know how to operate a computer.

E. Computer users will need to provide their own flash drive in order to save files. Files should never be saved to the hard drive of the computer.