

CIRCULATION POLICY

As a Nevada Public Library account holder, patrons agree to assume responsibility for all items checked out in their name. Nevada Public Library will be held harmless from liability in the event of damage, loss, or misuse of materials and equipment regardless of circumstances.

LIBRARY CARDS

Obtaining a library card: Library cards are issued free of charge and allow cardholders free access to borrow library materials. Patrons are responsible for all items checked out on their account. If a patron allows someone else to check out items on the account, the patron is still responsible for their return and the fees associated with those items if applicable.

General Library Cards:

Patrons must apply in person or online and provide proof of a current mailing address to apply for a library card. Library cards are valid for three years.

Children between the ages of 5 and 17 must have a parent or guardian present to sign the application form. Children under the age of 5 are not eligible for a library card.

Responsibility for a child's selection and return of materials, and any fees or charges accrued on the child's card, is held by the parent or guardian of the child.

Limited-Use Library Cards:

Limited-use cards are available for anyone 5 or older who does not meet the requirements for a general library card. Patrons must provide a valid email address or telephone number to obtain a limited-use library card. Limited-use cards expire after 2 months and cannot be renewed. Limited use cards may be updated to a general use card at any time provided they have the necessary documentation. Patrons may only check out 3 items using a limited-use card. Telescope, laptops, hotspots, tablets and other materials at the director or designee's discretion are not available for checkout under this card.

Open Access Patrons: The library participates in the Enrich Iowa Program through the State Library of Iowa. This program includes an Open Access agreement that allows Iowa residents to get library cards and check out physical materials at over 600 participating Iowa public and academic libraries. Nevada Public Library Open Access patrons are those residents of Iowa who live outside of our library jurisdiction and meet the additional qualifications as defined in the Open Access Agreement. Downloadable digital items, hotspots, and tablets are not available to Open Access patrons through the Nevada Public Library.

Home delivery services: Persons unable to visit the library in person because of illness, injury, immobility, or disability may apply for the library's home delivery service. Items checked out to persons receiving home delivery will circulate for 5 weeks with renewal possible at the discretion of library staff. Library staff will select books based on patron's preferences or requests. A volunteer will deliver books for patrons within the city limits. A family member or other designee must be designated to pick up items for those patrons outside the city limits. Fees for lost or damaged items are assessed. Home delivery services may be revoked at the director's/designee's discretion if the privilege is abused.

Educator accounts: Educators including teachers, school support staff, licensed child care providers, or homeschool parents/guardians are eligible to create an educator account through the library if they live in Nevada or rural Story County.

- Educators must have a personal library card, without any outstanding fees, in order to keep personal borrowing needs separate from the items borrowed for the classroom.
- Educator accounts should be used for classroom related materials only. Personal library cards must be used to check out materials for recreational purposes.
- Items on educator accounts are loaned for 5 weeks.
- Educator accounts will expire on July 31st each year. They may be renewed at the beginning of the following school year with the necessary verification.
- Late fees are not applied to educator accounts, but fees for lost or damaged items are assessed.
- Educator accounts are limited to 30 educational items at a time.
- Hotspots and tablets cannot be checked out on educator accounts.

Student accounts: Nevada Community School District students are eligible for a student account when registering for school each year. Parents will be able to opt their child out of a student account at any time, as long as the account is in good standing.

- Students may only borrow 2 items at a time.
- Students may also have general accounts if they sign up for one.
- Items on student accounts are loaned for the same loan periods as general accounts.
- Student accounts will expire on October 31st each year. They will be renewed with school registration.
- Late fees are not applied to student accounts, but fees for lost or damaged items are assessed.
- Hotspots and tablets cannot be checked out on student accounts.

BORROWING, RENEWING, & RETURNING ITEMS

Loan periods:

- Books, CDs, and magazines are checked out for 3 weeks with 2 renewals.
- DVDs are checked out for 1 week with 1 renewal. There is a limit of 10 DVDs per account.
- Hotspots and tablets are checked out for 1 week with no renewals.

Renewals: Items may be renewed in person, online, or by phone provided the items

- have not reached their renewal limit
- are not on reserve for another patron
- are not considered lost by the online system

Items that are eligible for renewal on the due date will be automatically renewed by the system. Items that have reached the renewal limit will need to be brought into the library

physically to ensure that the items are not lost or damaged. At that time, the patron is welcome to check the item out again as long as the item is not on hold for another patron.

Notifications: It is the responsibility of each patron to know when their materials are due. As a courtesy, the library will send a reminder notice or overdue notice. Failure to receive this notice is not grounds for the cancellation of fines. It is the patron's responsibility to keep the library informed of changes in telephone number, mailing address and e-mail address.

- The library sends reminder or "courtesy" notices via email or text message. The notices are sent three days before items are due. Registered patrons must have a current and valid email address or text number in their records to use this service.
- At 3 days overdue, a "courtesy" overdue notice will be sent to all patrons who have a valid cell phone number or email address.
- At 14 days overdue, an overdue notice is mailed to the address listed on the account. It is therefore helpful if you let the library know when your address or phone number changes.
- At 30 days overdue, a bill notice will be mailed to the address listed in the account. This notice will state the item/s missing with the price of the items and any associated fees.
- At 45 days overdue, a final notice will be sent to the address listed on the account. This notice will state the item/s missing with the price of the items and any associated fees, and will notify patrons that their account will be inactive and/or the Nevada Police Department will be contacted in an attempt to retrieve the items.
- At 60 days overdue, a report of the missing library materials may be made to the Nevada Police Department.

Overnight returns: Items returned to the outside drop box by 10:00 AM will be considered returned on the previous day that the library was open.

School returns: During the school year, Nevada Public Library materials may be returned to the school media centers.

FEES

Fee threshold: The library allows up to \$10.00 in fees per account before the account holder is restricted from checking out library items. The library will work with users on a case-by-case basis to set up payment plans when all charges cannot be paid at one time. A patron entering into a payment plan will be allowed to check out 1 item at a time while continuing to make payments. If at any point after establishing a plan, the patron receives an overdue notification at 2 weeks as indicated below, the patron's card will remain blocked without checkout until all charges are paid.

Lost item charges: Charges for lost items will include the cost of the item plus an additional \$3 processing fee per item. Charges for lost Interlibrary Loan items will be the cost of the item and plus any fees required by the lending library. If lost items are found before they are paid, patrons will be charged only material recovery fees already accrued. The Library Director or Designee, retains the right to adjust lost items charges to reflect the age of the book, the replacement cost of the book and the condition of the book.

Paid lost items: When account holders return paid-lost items to the Nevada Public Library, they must have the receipt in order to be reimbursed, and they will be reimbursed only the cost of the item, not any fees paid. Account holders will only be reimbursed for paid-lost items within 3 months of the date on the receipt. Lost Interlibrary Loan items will not be refunded if found. The patron may just keep the item that was paid for.

Damaged items: If library staff determines that an item is damaged beyond the normal wear and tear of the item, the patron will be charged the cost of the item plus an additional \$3 processing fee.

Appeals: Account holders who wish to appeal the fees on lost items will be referred to the director or designee.

REVIEWED/APPROVED BY LIBRARY BOARD OF TRUSTEES | AUGUST 2025