

Reviewed/Revised: 2018
Reviewed/Revised: 2021
Reviewed/Revised: 2/2024

Approved: 2/19/2018
Approved: 2/03/2021
Approved: 3/19/2024

Menlo Public Library Policy: Circulation

Library Operations

Circulation Services

Internet Use

Equipment Use

The Library will serve all residents of the community and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition, age, or sexual orientation.

The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

All persons who have established residency within the Menlo City limits and/or Guthrie County will be issued a borrower's card, upon application, without fee. Also, persons living within the service area of an Iowa library are approved for reciprocal borrowing through the Open Access Program. All borrowers must be registered and have a valid local or system patron card to borrow library materials.

Patrons must fill out an application form to register for a new library card. Identification is required. A driver's license or student ID or any other official ID or recent personal piece of mail is acceptable.

Applicants under 14 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. This parental signature is not required for children renewing their cards.

Materials cannot be checked out until a library card has been issued. Persons that have sex offender records must petition the Library Board & Director for permission to access the library and its services. The requestor shall receive an answer of decision within two (2) working days after the next scheduled regular Board meeting. If requestor is denied access, they may assign a proxy to check out materials for them.

Patron Responsibilities and Conduct:

It is a patron's responsibility to maintain necessary and proper standards of behavior to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

Internet use carries its own responsibilities. Copies of these rules are posted in the library beside the computers.

Sign-up is required with date, time & either name or library card # on the sign-up sheet. Patrons will refrain from accessing web sites that contain pornography. Infractions of this policy will result in a 6 month suspension from the computers.

Equipment Use:

Fax Machine Policy - There will be no charge for the use of the fax machine if used for school related/educational purposes, job search purposes, and for signing up/applying for government related programs. If used for personal

or business related (by patrons), library has a current set charge of \$1.00 per fax. Current pricing will be displayed on the printer/copier.

Printing and Photocopying – Printing from a computer, or any other device, for personal or business use will be charged the rates posted on the printer/copier.

Computers – Patron computers have a time limit of 30 minutes, if there is any one waiting to use them. If there is no one waiting there is no time limit, nor is there a limit of how many times a person can go back on. The sign-up sheet is to be signed with name or library card number, date, time on and time off, and which device name/number is being used. Another computer is an Early Literacy Station, non-internet, educational activities for younger children who are learning computer skills.

Fines and Fees:

Menlo Public Library will not charge for overdue books. The library will charge for the replacement fee of lost or damaged books. Books not returned within 1 year will be considered lost and the patron will receive an overdue notice with an invoice.

Confidentiality of Records:

Confidentiality of library records is central to intellectual freedom and directly related to the ability of citizens to use library materials and pursue information without fear of intimidation. In accordance with First and Fourth Amendments of the U.S. Constitution, the Code of Iowa and the American Library Association's statement of professional ethics, the Board of Trustees of the Menlo Public Library respects the privacy of users and recognizes its responsibility to protect their privacy.

The Library will not reveal the identities of individual users nor reveal the information sources or services they consult unless required by law. Confidentiality extends to information sent or received and materials consulted, borrowed, or acquired. Confidentiality includes database search records, reference interviews, interlibrary loan records, computer use records, and all other personally identifiable uses of library materials, programs or services. The lawful custodian of the records is the Director of the Library.

The Library will not release registration, circulation or other records protected under the Iowa Code unless it is required by law to release the information. Under normal circumstances, this information will only be released to the person(s) whose name(s) appear on the library card. Circumstances which may require the library to release the information include the following:

The library receives a valid court order requiring the library to release registration, circulation or other records protected under the Iowa Code and the information is not sought in conjunction with a criminal justice investigation.

Procedures:

The library staff members receiving a request to examine or obtain information relating to registration records or other records identifying the names of library users, shall immediately refer the requestor to the director, the official custodian of the records. In the event the Director cannot be reached, the Board President will be contacted.

The library director shall meet with the requestor of the information. If the requestor is a law enforcement officer, the officer must have a court order, a warrant issued under the USA Patriot Act to receive the requested records. If the officer does not have a proper court order, warrant or NSL compelling the

production of record, the library director shall refuse to provide the information.

If the records requested are protected under the Iowa code, and the director is uncertain about whether the order, or subpoena presented to the library director is sufficient to require release of the records, the library director may consult with legal counsel.

If the library director or the director in consultation with the library's attorney determines that the order, warrant, or NSL is sufficient and compels the release of the records, the library director shall release the records.

If the request is made pursuant to the USA Patriot Act, the library director is authorized to obtain legal counsel regarding the request. As required by the USA Patriot Act, the library director may not discuss the request with anyone other than legal counsel.

The library director is authorized to take legal action (such as moving to quash a subpoena) to resist releasing requested registration, circulation, or other records protected under the Iowa Code if the library director and the library's legal counsel deems such action to be appropriate.

Any problems relating to the privacy of circulation and other records identifying the names of library users, which are not provided for above, shall be referred to the director.

References:

U.S. Constitution – First Amendment, Fourth Amendment.

Code of Iowa 22.7 "Examination of Public Records (Open Records)

Code of Ethics of the American Library Association"

Loan Periods:

All materials are available for a 2 week check out period. Materials may be renewed.

Reference books are not available for checkout.

Patrons will receive overdue notices. Patrons who have been sent an overdue notice with an invoice will be denied library privileges until the matter is settled.

Renewals may be made for two (2) weeks unless there is a waiting list for the item or it is a new material just released. Renewals may be made by phone, email, or in person

Patrons will be charged a replacement cost for material that is lost or damaged.