



## Circulation Policy

### Purpose

The purpose of the Orange City Public Library Circulation Policy is to establish library card eligibility and to state the conditions that invalidate cardholder privileges.

### Policy

These policies apply to all library card holders unless otherwise stated.

- Proof of identification and residency requires both of the following types of information: photo identification and proof of address.
- Individuals of all ages may sign up for a library card using proper identification and proof of residency.
  - Individuals under the age of 12 must have a parent or guardian apply with them/for the card.
  - Individuals 12 years of age and over may obtain a library card without parental signature provided that they can provide proof of address and identity.
  - Parents or guardians are responsible for all materials checked out on the signatory cards of those under the age of 12, and to minor cards linked to their account.
- Cardholders are responsible for all materials checked out on the card and for payment of replacement costs and fees assigned to the card.
- Library cards are not transferrable.
- Cardholders are responsible for notifying the library promptly if a card is lost or stolen.
- A charge of \$3.00 will be made for replacement of a lost or damaged library card. The account must be in good standing for a replacement card to be issued.
- Cardholders are not limited to the number of items that may be checked out on their library cards, except by the licensing agreements of the electronic resources.
- Library cards expire on a regular basis to confirm address and account information. Resident cards must be renewed every 3 years. All other cards must be renewed annually.

Adopted: 2002, Revised:2004, 2007, 2012 11/2014, 11/2015, 6/2018, 10/2020, 9/2021;  
11/2023; 10/2024

- The Library Director/Administrative Librarian may refuse or restrict the use of a library card if a pattern of abuse is established.
- The Library Director/Administrative Librarian may revoke a library card if a person engages in illegal activity while in the library or is convicted of a crime against the Orange City Public Library.

## Library Cards

### Full Access Library Cards

A valid full access library card allows the card holder access to all materials, collections and services of the library.

### Resident Cards

Residents living within the city limits of Orange City

- Residents of governmental entities in Sioux County (incorporated or unincorporated) are entitled to a Full Access library card free of charge, if their respective entities provide adequate yearly funding.
- Persons who own property within the city limits of Orange City.
- Nonresidents may purchase a Full Access-library card for \$70 per year.

Open Access Library Card: Open Access cards are issued to Iowa residents of areas with libraries participating in the State Library of Iowa's Open Access program, in accordance with the statewide Open Access agreement. Some services are limited.

Temporary Cards: Temporary cards are issued to persons who will be living in our service area for a limited time and to those living in temporary housing. Some services are limited.

### Special Library Cards

- Institutional/Business Cards are issued to institutions and businesses within Orange City, contracted areas (Maurice), and Sioux County communities with Open Access agreement. Some services are limited.
- Classroom Cards are issued to teachers in the MOC/FV, Unity, OCCS school systems, as well as to daycare providers for use with their students.
- Student Cards are full access cards issued to students at Northwestern College if they are ineligible for a Resident Card.
- Transitional Cards are full access cards issued to persons in transitional housing. (The State of Iowa's "Safe at Home" address may be used.)

International visitors who have not established a U.S. residence, are not eligible to apply for a library card but are welcome to use the facilities during their visit.

Adopted: 2002, Revised:2004, 2007, 2012 11/2014, 11/2015, 6/2018, 10/2020, 9/2021; 11/2023; 10/2024

## Book Drop

A book drop is located on the outside of the building. It is available 24 hours a day, 7 days a week, for the return of library materials. Items returned to the library using the book drop will be checked in periodically during the hours of operation. Materials returned to the library after closing will be checked in on the library's next business day. Items returned before the library opens will be backdated to the previous business date.

## Interlibrary Loan

If the library does not have an item, a patron can request that it be borrowed via Inter-Library Loan. Due dates are set by the lending library. Interlibrary loan requests are limited to five requests per week per current and valid full access cardholder. Open Access cardholders must request interlibrary loan services from their home library.

The library is authorized by the State Library of Iowa to charge up to \$3.00 per material request.

## Fees

### Purpose

The Orange City Public Library offers several services that require the library to charge a fee. Fees enable the library to offer services that would not otherwise be possible. Fees reflect the cost of staff time and supplies. Fees for classes and events help defray costs providing opportunities otherwise inaccessible.

### Fee Schedules

CD/DVD cleaning	\$2.00	Fax - send or receive	No charge
Replacement Library Card	\$3.00	Printing & Photocopies	\$.10 /\$0.50
Inter-Library Loan (Out of State Fee)	\$3.00	Processing Fees	\$1.00 - \$3.00
Non-Open Access Fee	\$70/year	Dutch Costume Patterns*	\$1.50 - \$10.00
Laminating sheet – small	\$0.50	Laminating sheet – large	\$1.00

*\*The Orange City Public Library collects fees for Dutch Costume Patterns on behalf of the Dutch Pattern Committee.*

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11/2023; 10/2024

## Fines

The library has eliminated fines to encourage library membership and increase accessibility to library resources in underserved populations.

## Overdue Materials

Materials kept past the due date are considered overdue. Although fines do not accrue, accounts with materials overdue by 30 days are suspended. Replacement costs and processing fees are billed to accounts when materials are 60 or more days overdue.

## Check out Periods

ITEM	CHECKOUT PERIOD	RENEWALS
Books	3 weeks	3
Audio CDs	3 weeks	3
DVD	1 week	3
DVD Series	2 weeks	3
Magazines	1 week	3
Kits	3 weeks	3
Games	1 week	3
Puzzles	2 weeks	1