

LIBRARY CIRCULATION POLICIES

The Board resolves that the following rules shall govern the administration of the Granger Public Library.

POLICY I

The library shall be open consistent hours as designated by the Board. Hours may be adjusted for holidays or severe weather.

POLICY II

All patrons must obtain a library card to borrow library materials or use library computers. Children under the age of 14 must obtain the signature of a parent/guardian before obtaining a library card. See "Become A Library Card Holder" policy.

POLICY III

1. Each borrower may draw not more than ten (10) items at a time. Audio-visual items will be limited to 4 (four) titles per card holder. Exceptions may be made at the discretion of library staff. Loaning periods are as follows:

Books: 2 weeks

Magazines: 1 week

DVDs: 1 week

DVDs New: 2 days

Audio Books: 2 weeks

Music CDs: 2 weeks

2. All items may be renewed twice, in person or by telephone, provided that no other borrower has reserved them.
3. Exceptions to the circulation policy may be made by the Director or a designee.

POLICY IV

1. A borrower who has overdue materials shall not be permitted to check out additional materials until the overdue materials have been returned.
2. A free-will donation will be asked of the borrower with the overdue materials.
3. The Director shall determine the fines for materials damaged beyond reasonable wear or lost, based on the material's replacement cost.

POLICY V

Books from homes quarantined with a contagious disease must be reported to library staff before they are returned.

POLICY VI

1. All interlibrary loan materials can be kept only as long as the loaning library indicates; otherwise, if there is a request for an extension of the loan period, the request must be made to and approved by the loaning library.
2. Each patron may have only three (3) interlibrary items checked out at any given time.

(Reviewed/Approved by the Board of Granger Public Library 02/15/2021)

CONFIDENTIALITY

The Library Director is the custodian of the records. In the absence of the Library Director, the Assistant Director serves this role. In the absence of the Assistant Director, the president of the Library Board of Trustees will serve.

The Granger Public Library Board of Trustees upholds the confidentiality of records of patrons (customers) pursuant to Iowa Code Chapter 22.7, Sections 14-14:

Chapter 22.7 Confidential Records.

The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information:

- 22.7(13). The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.
- 22.7(14). The material of a library, museum or archive which has been contributed by a private person to the extent of any limitation that is a condition of the contribution.

The Granger Public Library Board of Trustees also upholds the confidentiality of records pursuant to the United States Public Law 107-56: Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001. Public Law 107-56 is commonly known as the Patriot Act. The Act may provide law enforcement broader boundaries when investigating information accessed and transmitted by customers with regards to national security concerns.

Access to customer information may include but not be limited to:

- Database search records
- Circulation records
- Computer use records
- Interlibrary loan records
- Reference interviews

Collection of materials

The library cannot guarantee the privacy of library records when attempting to collect overdue materials. In addition, the library will release information to the parent or guardian of a minor child for the purposes of recovering overdue material and settling accounts for lost, late or damaged material and for other matters related to the recovery of material or charges incurred by minor children for which a parent or guardian may be considered liable. Information will not be provided to parents or guardians who are merely attempting to determine what library materials their minor children are using.

Adopted by the Board of Granger Public Library [Feb 24, 2021]