

Policy Section	Board
Library Operations	Adopted 6/94
ARLINGTON PUBLIC LIBRARY	Reviewed/Revised 07/2012 Reviewed/Revised 10-2015 Reviewed/Revised 5-2018 Reviewed/revised 5-2019

CIRCULATION SERVICES

Borrower's Responsibilities

You must use your own card when checking out materials. If you have forgotten your card the librarian can get your number from the circulation computer. If a patron loses his/her card they will need to replace it. A \$.50 fee will be charged. Patrons are encouraged to bring their cards if they wish to check out materials. As a service, when patrons check out the staff members will remind you of any outstanding fines.

Borrower Eligibility

Residents of Arlington, rural Fayette County or a patron from an Iowa Open Access Library may become a registered borrower of the Arlington Public Library. Registration is for a one year. There is no age limit on obtaining a library card.

Open Borrowing Privileges *(Parents will want to know)*

The library maintains collections of materials for children, young adults, and adults. Anyone regardless of age may select from any part of the library collection. To serve varied interests and points of view, we select materials from a broad range of political, economic, religious, artistic, and philosophic viewpoints. Whether a book on sex education, information on controversial issues, or a videotape rated "R" by the Motion Picture Association of America, the Library may own materials on subjects that you, as parents, may consider unsuitable for your own children.

The Arlington Public Library has a strong commitment to a policy of open access by which all materials are available to Library users regardless of age. Because we live in a democratic society which values freedom of thought and work, it is essential that the Public Library respect each person's right to information and confidentiality, no matter the age. It is the responsibility of those parents who wish to monitor their children's use of library materials to do so on their own.

Confidentiality

Section 22.7 (13), Code of Iowa, provides that libraries may not reveal to anyone the titles of items patrons have borrowed. This law includes all materials borrowed by children and requests by parents for this information. All borrowers, including children, may request this information from only their own borrowing record.

Parents should be aware that they will not have access to records of what their children check out. Parents of young children may wish to check materials out for their child on the parent's card to facilitate access to this information.

**There are no names given out except if it is in the local phone directory.
Arlington has no cross reference directory.**

EQUIPMENT USE

Copy Machine

The copy machine is available to the public with the assistance of the librarian. Fees are set by the library board annually and posted.

Computer Policy

The Arlington Public Library has computers for public use and for the use of the staff. Persons wishing to use the computer must be a cardholder at the Arlington Public Library and have no overdue books, fines or replacement fees over \$1.00 outstanding. Computer usage will be revoked until obligations are met. Persons wishing to use the computer must check with the Library Staff on duty before using the computer. Business use of the computer by Library Staff or Trustees takes priority.

There is no fee for use of the computer, but if a patron uses the printer, there will be a charge of \$.10 per sheet black and white and \$.50 for color. The computers are intended primarily for general education and homework takes priority over games. Patrons may bring in data backup device but not software programs. Please with Librarian on duty before saving to your device.

First time users will receive a brief orientation by the library staff on the proper use of the computers and on the software available. While the staff is always available for guidance and assistance, they are unable to provide in-depth instruction.

Our computer center will be open during regular library hours. There is no age limit for computer users. Patrons will be allowed computer time, whether on a walk-in or reserve basis, in the chronological order in which requests are received. A time limit of 30 minutes if there is a demand for a computer.

The computer center closes 15 minutes before closing and opens 15 minutes after the opening of the library. The library's software is protected by copyright and may not be copied. There will be a limit of one person per computer, unless students are working on a project together or a patron is assisting another patron at the computer. Other patrons must wait quietly in the library.

The librarian reserves the right to terminate a person's use of computer if problems (such as excessive noise, physical abuse, or hardware and software malfunctions) occur. No food or drink is allowed in the library or at computer workstations.

Exceptions to any of these rules must be authorized by the Director of the Library.

Micro-Film Reader is available for viewing, but no longer making copies.

Film/LCD Projector

This equipment is only for in-library use.

VCR

Equipment is used for programming and must be used only in the library or library's community center. Reservations for use must be made with the Librarian.

FAX Machine

The Arlington Public Library recognizes the need to provide patrons with rapid access to an unlimited resource of information. In response to this need, a FAX service as described and controlled by this policy has been established.

Machine Operation: The FAX use is restricted to trained and qualified library personnel.

Level of Service: Any library patron will be served on a first come, first serve basis. FAX machine requests carry no higher priority than other library services.

Incoming Fax Materials---Patrons wishing to use the FAX machine for receipt of incoming materials are required to notify the Director or library staff member prior to transmission of the materials by the sender. The fax machine is available to receive faxes all hours. Patrons are responsible for material pickup during regular library hours unless special arrangements have been made. The confidentiality of received materials is to be respected by the Board of Trustees, Director and employees of the Arlington Public Library. The library assumes no responsibility for lost, damaged or undelivered materials.

Charges: The Fax machine will be available for receipt and transmission in non-library application when not being used for library business. The following rate chart will apply:

TRANSMITTING

Domestic: (includes phone line costs)

1st page: \$2.00

Each additional page: \$1.00

International: (phone line cost is additional)

Each page \$4.00

RECEIVING

Domestic or International per page \$.25

LOAN PERIOD

Reading Materials

General Collection - will be checked out for a period of 2 weeks with a one week grace period. Books may be renewed for an additional 2 weeks upon request of the patron either in person or by phone.

New or High Demand Books - those purchased in the last 6 months or at the librarian's discretion, using demand as a guideline, will be checked out for 2 weeks with a one week grace period. No more than two new books may be loaned to one patron at a time.

Magazines - may be checked out for a period of two weeks with one renewal

Reference Books - Current reference materials will not be allowed to leave the library. Some with materials may be loaned for a three day checkout.

Special Projects - Books being used for a specific school project may have a limited check out period as determined by the librarians.

Non-Reading Materials

DVDs – To check out a DVD, you must be cardholder at the Arlington Public Library. Patron and sign a user's DVD agreement. The check out period for DVDs will be 1 week, no renewal. 2 DVDs per person and 4 per family. There is not a DVD charge, but an overdue charge will be \$1.00 per day, per DVD.

DVD's are not all licensed for public showing, and the library takes no responsibility for copyright infringement by a patron.

Borrower is responsible for repair or replacement of any damaged items.

Books on CD - loan period is 2 weeks and one week renewal.

Overdue, Lost and Damaged Materials

Sharing is the basis for any community's lending library. Sharing means that when you borrow an item you promise to bring it back by a certain date so that someone else in your community has an opportunity to borrow it. There are a limited number of materials in the library and we want everyone to have a fair chance of finding what they want. To encourage equal sharing the library charges overdue fines when materials are kept longer than the date due. People sometime have compelling reasons or circumstances for not returning materials on time. Even so, if a book or other item is overdue, it is not on the shelf ready for use by others and an overdue fine is charged.

DVDs overdue fee is \$1.00 per day per DVD. All other materials will be charged \$.05 per day fine for each day they are overdue.

When a library item is lost or damaged beyond repair, the patron will be asked to pay the replacement cost plus a \$2.00 processing fee for each item.

Lost or Misplaced Books

The library makes every effort to be careful and thorough in loaning and checking in books. When you believe a mistake has been made, we check our records for any errors. In the case of a lost book we search the shelves a number of times. We also ask you to look at home for the item as well. When no error can be identified or a lost item can not be found we must rely on our record of the transaction. After 90 days we will ask that the item be replaced.

Notices for overdue materials

First notice is made by phone when items are overdue. If materials are not returned before the week grace period a 2nd notice be a follow up call. After 90 days a final notice will be sent by mail that lists the items overdue and their cost for replacement.

Suspension of Borrowing Privileges

If a patron accumulates \$1.00 or more in fines or fees, their borrowing privileges are suspended until the obligation is reduced below \$1.00. All library privileges will be suspended.

Any item that has been borrowed from an out of state library must be returned by certified mail so that we have receipt showing item was mailed back to the loaning library.

Interlibrary Loan Fees

A \$2 fee is charged for interlibrary loan by a patron of the Arlington Public Library if the material needs to be returned by mail.

REFERENCE POLICY

The Arlington Public Library reference policy is to try to meet the needs of every citizen of the community. All patrons regardless of status are assisted in their search for information and treated with utmost courtesy, respect, strict confidentiality and no censorship.

Homework Assignments

Because homework assignments are usually made for the purpose of teaching students the process of finding information, the library sees as its primary role the instruction in the use of library tools rather than the provision of "answers".

In-Person vs. Telephone Questions

Reference questions are answered on a "first come", first service whether by telephone or walk-in patron. A return call with the needed information for a telephone reference may have to be made if the librarian on duty is busy with another patron.

Genealogical Queries

The Arlington Public Library staff will help patrons doing genealogical searches by directing them to the information that is available at the library and the information in the microfilmed copies of the Arlington News and the Arlington Newspapers online. The staff may also direct them to a local genealogy person or the Fayette County Historical Center at West Union.

ARCHIVAL POLICY

Collections of old pictures, scrap-books and books given to the Arlington Public Library will be kept in the locked glass case in the library.

1. Materials must be viewed in the library.
2. Materials may not be checked out.
3. No materials may be removed from the library for the purpose of reproducing. If patron wished to have the materials photographed by a photographer, they will need board approval. Digital camera can be used but recommend not using a flash as this damages the photo.
4. It is extremely hard on photos to have them photocopied. Please do not ask to have it done unless this is the only possibility.

