

**SCOTT COUNTY LIBRARY SYSTEM  
CIRCULATION POLICY**

**1.0 LIBRARY CARD ACCOUNT REGISTRATION.**

By registering for and using the library card, the cardholder agrees to:

- A. Follow all library policies and to accept full responsibility for materials borrowed with the card, including replacement of lost or damaged items, and payment of any fines and fees incurred
- B. Notify the library immediately of any change in registration information, such as name, address, phone number, or e-mail address
- C. Notify the library immediately if the card is lost or stolen

and understands that:

- A. Iowa Code section 702.22<sup>1</sup> defines library materials and equipment and Iowa Code 714.5<sup>2</sup> relates to the theft of library materials. Materials overdue for two months, and equipment overdue for one month, can be prosecuted as theft under this law. An account may be turned over to a collection agency or law enforcement if it reaches a threshold determined by the library Board of Trustees.
- B. The library assumes no responsibility for personal injury or equipment damage that may result from use of materials

**1.1 LIBRARY CARDS.** Residents of the Scott County Library System (SCLS) service area are eligible for a library card, valid for 3 years. A valid library card or a digital facsimile scannable by the Library's equipment must be presented to check out or renew library materials and to access certain other services. Staff will assume that anyone presenting your library card has been authorized to use it. Lost or stolen library cards should be reported immediately and may be replaced as specified in Appendix A, Fee Schedule. There is no fee to replace an expired or worn library card. Expired patron accounts are removed from the Library's database on a regular basis.

**1.2 SCLS SERVICE AREA.** Those eligible for an SCLS library card must reside within the unincorporated area of Scott County, Iowa outside the city limits of Bettendorf, Davenport, LeClaire and New Liberty; or within the city limits of Blue Grass, Buffalo, Dixon, Donahue, Eldridge, Long Grove, Maysville, McCausland, Panorama Park, Princeton, Riverdale, or Walcott, regardless of county. In addition, full services are provided to all residents of the city of Durant, Iowa, regardless of county, by contract.

**1.3 IDENTIFICATION.** Applicants for a new or renewal library card who are 12 years of age and older must provide valid (unexpired) photo identification with name and street address. The address must be a physical address of residence and not a post office box. A parent or guardian may provide their own photo identification for a child under the age of 18.

Valid forms of photo identification include a driver's license, a government-issued ID card; United States passport; school photo ID with address.

**1.4 PROOF OF RESIDENCY.** If there is no address on the photo identification, or the address is not current, additional documentation with name and proof of residency must be presented.

Valid forms of proof of physical address may include current utility bills, bank or credit card statements, or lease agreements that include a postmark or stamped date within the last 30 days. The library can also send a piece of first-class mail to the stated address which can be presented as proof of residency upon receipt.

**1.5 CHILDREN.** Children under 12 are eligible for a library card according to the discretion of their parents or legal guardian. A parent or guardian must present the required identification and sign the application form. Responsibility for a child's selection and return of materials, and any fines or fees accrued on the child's card, is held by the parent or legal guardian of the child.<sup>3</sup>

1.6 TEMPORARY RESIDENTS. Residents who are living in the SCLS service area on a temporary basis (e.g. student teacher, foreign exchange student) will be issued a library card, with restrictions specified in Appendix A, Circulation Settings and Notices, after application is made and identification presented through normal procedures. A permanent resident with identification and proof of residency may vouch for the address of the temporary resident who lives in their household.

1.7 VISITOR / TRANSITIONAL HOUSING. Due to the transitory nature of the residence, those who reside at the physical address of 12160 Utah Avenue will be issued a library card, with restrictions specified in Appendix A, Circulation Settings and Notices, after application is made and identification presented through normal procedures.

1.8 RIVERSHARE. The Scott County Library System participates in the consortium of area libraries called RiverShare for a shared catalog and services. By using an SCLS card at another RiverShare library for reciprocal services or to request materials for delivery to a SCLS location, cardholders agree to follow the policies for use established by those libraries, including loan periods, fees and limits.

1.9 OPEN ACCESS. Iowa residents who live within the service area of a library participating in the State Library of Iowa's Open Access program<sup>4</sup> are eligible to check out library materials and may be permitted to use selected other services after application is made and approved through normal procedures.

1.10 CONFIDENTIALITY. The Code of Iowa, Section 22.7 addresses Confidential Records.<sup>5</sup> The records of an account which would reveal the identity of the library patron checking out or requesting an item or information from the library can be released only to the cardholder.

2.0 CIRCULATION. SCLS circulation policies are established to provide wide access by a large number of users to the materials provided by the library. Users are asked to follow all library policies in order to avoid payment of fines or fees. The library's goal is not to collect fines and fees, but to allow maximum access to its materials.

## 2.1 MATERIALS.

- A. Any person who wishes to follow library policies may use library materials and computers in the library without a library card.
- B. A valid library card must be presented to check out materials from the library, and may be required for certain other services, such as database access. Most SCLS materials can be checked out for 3 weeks, with 1 renewal. Due to heavy demand, limited quantities, or other factors, some materials will circulate for less than 3 weeks, may not be eligible for renewals, may not be eligible for holds, or may have restrictions placed upon pick up and return locations, as specified in Appendix A, Loan Policies. Each RiverShare library establishes their own circulation policies for their own materials.
- C. Items checked out from the Bookmobile, or as Outreach, may have different loan periods due to scheduling. In addition, various agreements may be made for Bookmobile or Outreach visits that require alterations to standard item limits, fine rates, or renewal policies.

2.2 RENEWALS. Renewals are available for many library materials as specified in Appendix A, Loan Policies, and RiverShare policies. Some items may be automatically renewed for one additional loan period. There are no renewals when there is a hold by another patron for the item. Renewals may be requested:

- A. Through the borrower's online account in the Library Catalog.
- B. At any RiverShare library with a valid library card.
- C. By telephone to an SCLS location, with a valid library card number.
- D. Via the RiverShare automated telephone renewal service.

2.3 HOLDS. Requests for materials not immediately available may be placed by SCLS cardholders.

- A. Holds for eligible items may be placed in the RiverShare catalog, or by contacting library staff. RiverShare libraries establish the holds policy for their own items.
- B. Borrowers will be notified when items are being held at the pickup library. Filled holds that are not picked up promptly will be routed to the next person in line or the item's assigned library.
- C. Requests for materials not available in the RiverShare catalog may be submitted in person, online, or by phone. Items may or may not be purchased, or referred for an interlibrary loan, at the discretion of the Information Services staff.

2.4 INTERLIBRARY LOAN. The library provides interlibrary loans (requests not selected for purchase that are borrowed from a library outside of RiverShare) following established professional procedures and the Board of Trustees-approved Interlibrary Loan policy. The Board determines the number of free requests permitted per patron, and there is a nominal fee charged for any interlibrary loans filled after that number as listed in Appendix A, Fee Schedule.

2.5 BLOCK THRESHOLDS.

- A. Borrowing privileges will be blocked when an account reaches a threshold of overdue items or accrued charges as specified in Appendix A, Circulation Settings and Notices.
- B. Library staff cannot override this block.

2.6 OVERDUES.

- A. An item is considered overdue if not returned by midnight of the due date. There is no grace period.
- B. Fines for overdue materials vary by type of item and are listed in Appendix A, Loan Policies.
- C. Courtesy notices are produced automatically by the integrated library system. Notices that may be provided include a Due Date Reminder, Overdue Notices, and Billing or Fine statements. Notice frequency is specified in Appendix A, Circulation Settings and Notices. The library makes every effort to provide these notices, but cannot guarantee their delivery due the automated nature of the process.

2.7 FEES.

- A. Under certain circumstances, fees may be added to the user account by the library, such as for use of equipment or violation of library policies, as specified in Appendix A, Fee Schedule.
- B. Fees may be added to the user account by the library for materials damaged by the user. Such fees are assigned at the discretion of library staff based on the amount and type of damage, up to and including the replacement cost of the item, and may include a processing fee.

2.8 REPLACEMENT OF LIBRARY MATERIALS.

- A. The cost for lost materials or items damaged beyond repair will be billed at the price listed in the library's database. Once the replacement cost is paid, the borrower may keep damaged items.
- B. The Board of Trustees may establish a minimum charge for the replacement of library materials, specified in Appendix A, Fee Schedule: Replacement Costs.
- C. Patrons may not provide their own replacement materials without prior approval by the Library Director or his/her designee.
- D. Payment for lost materials voids any fines accrued on the same materials, so that the patron does not pay both the replacement cost and fines.
- E. Money paid for lost items will be refunded ONLY when the item is returned in good condition with proof of payment. In the event of a refund, part of the lost item fee will be retained by the Library as a processing fee. If the cost of the item is equal to or less than the processing fee, no refund will be given. Payment will be refunded in cash or in the form of a check through the Library's accounts payable process, at the discretion of the Library. The time period within which requests for refunds will be accepted and the processing fee are listed in Appendix A, Fee Schedule.

## 2.9 THEFT OF LIBRARY MATERIALS, DETENTION AND SEARCH.

Iowa Code Section 808.12 states that “persons concealing property as set forth in section 714.3A or 714.5, may be detained and searched by a peace officer, person employed in a facility containing library materials, merchant, or merchant’s employee, provided that the detention is for a reasonable length of time and that the search is conducted in a reasonable manner by a person of the same sex and according to subsection 2 of this section.” Subsection 2 specifies that “no search of the person under this section shall be conducted by any person other than someone acting under the direction of a peace officer except where permission of the one to be searched has first been obtained.”<sup>6</sup>

### NOTES

1. 2023 Iowa Code Title XVI, Criminal Law and Procedure, Chapter 702, Definitions, Section 702.22 Library Materials and Equipment
2. 2023 Iowa Code Title XVI, Criminal Law and Procedure, Chapter 714, Theft, Fraud, and Related Offenses, Section 714.5 Library materials and equipment — unpurchased merchandise — evidence of intention.
3. 2023 Iowa Code Title XV, Judicial Branch and Judicial Procedures, Chapter 613, Parties - Causes Of Action - Liability. Section 613.16 Parental responsibility for actions of children.
4. Open Access enables eligible Iowans to check out physical materials at over 600 participating Iowa public and academic libraries. As a result, Iowans have greater access to more library resources, more choices in library service and the convenience of using a library where they work, shop or visit. For more information, visit <https://www.statelibraryofiaowa.gov/index.php/libraries/funding-grants/enrich-iowa/Open-Access>
5. 2023 Iowa Code Title I State Sovereignty and Management, Subtitle 9 Restraints on Government, Chapter 22 Examination of Public Records, (Open Records) 22.7 Confidential Records Section 13.
6. 2023 Iowa Code Title XVI, Criminal Law and Procedure, Chapter 808, Search and Seizure, Section 808.12 Detention and search in theft of library materials and shoplifting.

Approved by the Board of Trustees

August 2020

Revised November 2021

Revised May 2022

Revised January 2023

CIRCULATION POLICY – APPENDIX A

LOAN POLICIES

| ITEM                            | LOAN PERIOD                         | RENEWAL IF NO ONE IS WAITING | FINE PER DAY / MAX. FINE | NOTES   |
|---------------------------------|-------------------------------------|------------------------------|--------------------------|---|
| BOOKS                           | 21 DAYS                             | 1                            | No fine                  |   |
| PERIODICALS                     | 21 DAYS                             | 1                            | No fine                  |   |
| VIDEO                           | 21 DAYS                             | 1                            | No fine                  |   |
| AUDIO                           | 21 DAYS                             | 1                            | No fine                  |   |
| VIDEOGAMES                      | 21 DAYS                             | 1                            | No fine                  | Only SCLS patrons may place holds   |
| BOOK CLUB KITS                  | 42 DAYS                             | 0                            | No fine                  |   |
| KITS                            | 21 DAYS                             | 1                            | No fine                  | Only SCLS patrons may place holds;  |
| BOARD GAMES<br>TABLETS          | 21 DAYS                             | 1                            | No fine                  | Only SCLS patrons may place holds;<br>SCLS branch pickup and return only;<br>limit two (MatType=SEL-Equipment) at<br>a time per card        |
| ROKU                            | 21 DAYS                             | 1                            | 1.00 / 10.00             | Only SCLS patrons may place holds;<br>SCLS branch pickup and return only;<br>limit one (MatType=SEL-Electronics) at<br>a time per card      |
| HOTSPOTS                        | 7 DAYS                              | 0                            | 1.00 / 10.00             | Only SCLS patrons may place holds;<br>SCLS branch pickup and return only;<br>limit one (MatType=SEL-Electronics) at<br>a time per card      |
| ATTRACTION PASSES               | 7 DAYS                              | 0                            | 1.00 / 10.00             | No holds for any patrons; SCLS branch<br>pickup and return only; limit one<br>(MatType=Museum Pass) at a time per<br>card                   |
| TELESCOPE                       | 7 DAYS                              | 1                            | 1.00 / 10.00             | Only SCLS patrons may place holds;<br>Eldridge branch pickup and return<br>only; limit one (MatType=SEL-<br>Electronics) at a time per card |
| REFERENCE BOOKS                 | 2 DAYS                              | 0                            | No fine                  | Checked out at the discretion of<br>Information Services staff  |
| SPECIAL<br>COLLECTIONS          | IN-LIBRARY<br>USE ONLY, 4<br>HOURS. | N/A                          | N/A                      | Must leave I.D. or library card with<br>staff; limit 3 items at a time  |
| PROGRAMMING<br>TABLETS AND KITS | 14 DAYS                             | 0                            | No fine                  | Limited to registrants / participants of<br>SCLS programs   |

APPENDIX A  
CIRCULATION SETTINGS AND NOTICES

|   |  |  |
|---|--|--|
| \$5.00 OWED IN FINES OR FEES                | CHECKOUTS BLOCKED  |  |
| TEMPORARY RESIDENTS                         | EXPIRATION DATE 1 YEAR   |  |
| PATRON CODE: VISITOR (TRANSITIONAL HOUSING) | CHECKOUTS LIMITED TO 2 ITEMS; NO EQUIPMENT OR KITS; EXPIRATION DATE 1 YEAR |  |
| COURTESY NOTICES, ALMOST DUE                | 3 DAYS BEFORE DUE DATE   |  |
| COURTESY NOTICES, EXPIRATION                | 30 DAYS BEFORE CARD EXPIRATION   |  |
| COURTESY NOTICES, OVERDUE                   | 5 DAYS, 15 DAYS OVERDUE  |  |
| COURTESY NOTICES, BILL                      | 30 DAYS OVERDUE  |  |
| COURTESY NOTICE, FINE                       | AMOUNT OWED OVER 25.00   |  |

FEE SCHEDULE

| ITEM                                     | PRICE   | NOTE   |
|--|---|--|
| LIBRARY CARD - REPLACEMENT               | 3.00  | No charge to replace expired or worn cards   |
| FEE TO RETURN A LOST & PAID ITEM         | 10.00   | If the cost of the item is \$10.00 or less, no refund will be given. No refund will be given after 1 month |
| FEE FOR ITEM RETURNED TO NON-SCLS BRANCH | 3.00  | For formats specified "SCLS branch pickup and return only"   |
| COPIES; PRINTING, B&W                    | .10 / PAGE  | 8 ½ X 11; 8 ½ X 14   |
| COPIES, B&W                              | .20 / PAGE  | 11 X 17  |
| COPIES, COLOR                            | .50 / PAGE  | 8 ½ X 11; 8 ½ X 14   |
| COPIES, COLOR                            | 1.00 / PAGE   | 11 X 17  |
| INTERLIBRARY LOAN OUTSIDE RIVERSHARE     | 1 <sup>ST</sup> SIX REQUESTS ARE FREE; THEN 3.00 / EACH | Service available only to SCLS patrons   |
| MEETING ROOMS                            | FREE  | Community groups and nonprofit organizations   |
| MEETING ROOMS                            | 25.00 / HR  | For profit (non-commercial use only, such as training seminars) and private social events                  |
| TEST PROCTORING                          | \$10.00   | By appointment; when available, at Eldridge only.  |
| NOTARY                                   | FREE  | When available, at Eldridge only   |
| DIGITAL PROJECTOR                        | 5.00 / PER 4 HOUR SESSION OR LESS                       |  |
| TV AND DVD PLAYER                        | 5.00 / PER 4 HOUR SESSION OR LESS                       |  |
|  |   |  |
|  |   |  |

APPENDIX A

FEE SCHEDULE: REPLACEMENT COSTS

The minimum replacement cost for any item in the collection is \$10.00. When an item is lost or damaged beyond repair, staff will charge the replacement cost listed in the item record in the computer. The following chart is for technical services staff to use as a guideline when the retail cost of the item is not readily available on the item.

| ITEM                            | PRICE  | NOTE                               |
|---------------------------------|--------|------------------------------------|
| BINGE BOX                       | 80.00  |                                    |
| BOARD BOOK                      | 10.00  |                                    |
| BOOK ON CD                      | 30.00  |                                    |
| BLU-RAY                         | 20.00  | Combo pack treated as 2 items      |
| DVD                             | 20.00  |                                    |
| DVD (TV SERIES)                 | 28.00  |                                    |
| FICTION (HARDCOVER)             | 25.00  |                                    |
| FICTION (PAPERBACK)             | 15.00  |                                    |
| GRAPHIC NOVEL                   | 15.00  |                                    |
| KITS AND OTHER ITEMS NOT LISTED | VARIES | Prices are based on content        |
| LARGE PRINT (HARDCOVER)         | 33.00  |                                    |
| LARGE PRINT (PAPERBACK)         | 27.00  |                                    |
| NON-FICTION (HARDCOVER)         | 30.00  |                                    |
| NON-FICTION (PAPERBACK)         | 25.00  |                                    |
| MUSIC CD                        | 15.00  |                                    |
| PERIODICAL                      | 10.00  |                                    |
| PICTURE BOOK (HARDCOVER)        | 19.00  |                                    |
| PICTURE BOOK (PAPERBACK)        | 10.00  |                                    |
| PLAYAWAY                        | 70.00  |                                    |
| READER                          | 10.00  |                                    |
| REFERENCE & SPECIAL COLLECTIONS | VARIES | Use list price or closest estimate |
| VIDEO GAMES                     | 35.00  |                                    |

When an item or its container is minimally damaged but repairable or replaceable by the library, staff will charge for the damage on a case by case basis. The following chart is for staff to use as a guideline when an item is damaged.

| ITEM   | PRICE | NOTE |
|--|-------|------|
| A/V CASE, SINGLE OR DOUBLE (E.G. DVD, BLU-RAY, CD) | 3.00  |      |
| A/V CASE, MULTI-DISC UP TO 24                      | 5.00  |      |
| A/V CASE, MULTI-DISC OVER 24;<br>PLAYAWAY          | 10.00 |      |
| BARCODE  | 3.00  |      |
| PLAYAWAY BATTERY COVER                             | 3.00  |      |
| REPLACEMENT INSERT                                 | 1.00  |      |
| TORN PAPER COVER OR DUST JACKET                    | 3.00  |      |

Approved by the Board of Trustees

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