

MEEHAN MEMORIAL LANSING PUBLIC LIBRARY CIRCULATION POLICY (APPROVED 12/17/2019)

Philosophy Statement

The mission of the circulation department is to provide the quick and efficient access of materials to the greatest number of people in a welcoming, interactive environment that respects diversity and ensures privacy of patron information.

To enrich the informational, educational, and recreational quality of life for citizens, the Library will provide its users a broad and diverse collection of resources and materials to support its mission. In addition, the Library will allow the use of certain electronic resources, and circulate designated parts of its collections to its users for the continued use of these materials outside of the library.

Regulations

BORROWERS ELIGILITY AND RESPONSIBILITIES

Becoming a Borrower – (anyone who registers can become a borrower) Residents of Lansing or the surrounding area may become a registered borrower of Meehan Memorial Lansing Public Library they have a valid card from another library. There is no age limit on obtaining a library card as long as the person can fill out the registration card on their own. Registration information is kept on file in the library's database. A card is not physically given to patrons. Your own patron number must be used when checking out materials.

CONFIDENTIALITY

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. The purpose of this policy is to explain how the Meehan Memorial Lansing Public Library will respond to requests for information about library users.

1. Library circulation records and other records identifying specific users are confidential in nature. Confidentiality extends to information sought or received, materials consulted, borrowed, or acquired including Internet and electronic resource search records, reference interviews and transactions, interlibrary loan records, and other personally identifiable uses of library materials or services. However, persons attending library programs or public meetings may be videotaped or photographed as audience members.

Code References

The confidentiality policy of Meehan Memorial Lansing Public Library is based on the First and

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Fourth Amendments of the U.S. Constitution, the Iowa Code, and professional ethics. First Amendment: "Congress shall make no law...abridging the freedom of speech..."

Fourth Amendment: "The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized."

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

Code of Ethics of the American Library Association:

Professional Ethics: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted." (Source: Code of Ethics of the American Library Association)

CUSTODIAN OF THE RECORD

The lawful custodian of the records is the Library Director. Only the Library Director and authorized library staff shall have access to patron records without the consent of a library cardholder.

ITEMS AVAILABLE TO CHECK OUT AND LOAN PERIODS

Books, audio books, magazines, puzzles are available to check out for a two-week time period with the ability to renew. Dvds are available to check out for 2 days with the ability to renew. Only residents of Iowa can check out Downloadable eBooks, eAudiobooks & Videos through BRIDGES.

RENEWALS AND RESERVE

Renewing Materials:

You may renew materials if other borrowers haven't reserved them. Renewal requests may be made at the circulation desk, emailed to library@lansing.lib.ia.us or by calling 563-538-4693.

Returning Materials:

You may return materials to the Circulation desk or they may be dropped in the drop box located in the entryway. The entryway door is always unlocked.

Reserves:

Circulating items can have holds placed on them

Holdings can be placed through the online [Web Catalog](#) using the Patron's Library Card number and the associated PIN/PASSWORD as long as the account is not expired. Or, the circulation desk can place that hold for you.

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The patron will be contacted by phone or email when the circulating item comes in. Holds will be held for 10 calendar days. If not picked up in that time, the circulating item will be placed back on the shelf.

Downloadable eBooks, eAudiobooks & Videos: There is a 10 hold limit for **BRIDGES** titles on a valid Meehan Memorial Lansing Public Library card at one time. Once you are notified that an Overdrive hold is available, you have 72 hours in which to check it out.

FINES AND FEES

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. Instead of charging for overdoes, the library asks for a monetary donation.

LOST AND DAMAGED

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 and 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 lost item cannot be found, we must rely on our record of the transaction. A refund is always made if a mistake can be identified. If you have paid for a lost book and find it at home within a year, we will refund the amount you were charged to you.

Lost and/or damaged items may be replaced by the patron or they may pay for the cost of replacing that item.

INTERLIBRARY LOAN

Some books or movies not available in the Meehan Memorial Lansing Public Library collection may be obtained from other library systems using the State's Interlibrary Loan service. For more information, contact the circulation desk or call 563-538-4693. See *Interlibrary Loan Policy*.

Meehan Memorial Lansing Public library is an active participant in the State of Iowa's Open Access Program. To meet the terms of this agreement, the library grants a library card to all residents of the State Of Iowa. The Library will accept returned items from all Libraries in the State. The library will not charge a fee for this return service.

CIRCULATION POLICY REVIEWS

The Meehan Memorial Lansing Public Library Director, Staff, and Board of Trustees will regularly review this policy. Public notice will be made of any policy changes and patrons will be expected to abide by the terms of any updated policy.

Adopted by the Board of Trustees

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Reviewed: 12/17/2019 by Library Board of Directors:

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