

Battle Creek Public Library
Circulation Policy

1. Registration—Library Cards

This circulation policy is consistent with the principles of the right to privacy and the Code of Iowa:

Any resident of the State of Iowa may be a borrower and is entitled to the privileges of this library.

Library cards are issued immediately if the person has a photo identification and proof of current residential address at the time of application. A post office box is not a sufficient address. Mail may be used as proof of address if it has been postmarked within two weeks of the current date.

Each borrower must register for a library number and the number will be used in the bar code to check out materials.

Children who fit the residence requirements and are at least five years old are eligible for a library card according to the discretion of their parents or legal guardian. Parental signature is required for persons under age fourteen. Responsibility for a child's selection and return of materials, and any fines or charges accrued on the child's card, is held by the parent or guardian of the child.

Older children (age 14 and up) not accompanied by a parent need to have photo identification (school or driver's permit/license) and address verification (mail recently sent to the child is acceptable.) If a parent is not present at the time of application, checkout may be limited to two items until the child's identity is processed into the library system.

Applicants for a temporary library card must provide proof of local residence. If the applicant has no proof of residence, the librarian will make contact with a local resident/connection to verify identity.

A conscience box is located at the checkout desk. Patrons with overdue materials will not be charged a certain amount for a fine, and will be able to put whatever amount they see fit for overdue items in the conscience box.

2. Materials

Circulating books, DVDs, books on CDs, audiobooks, and magazines are loaned for a period of two weeks and may be renewed for another two weeks. There are no renewals for items on hold or reserved for another patron. Materials may be renewed in person, through email, via social media, over the telephone, or online through the library website.

Bridges is available via the library's website 24/7.

Date Reviewed by Board: 2/13/19

Date Amended by Board: 3/12/19