

Iowa Tribe of Oklahoma Public Library Circulation Policy

The purpose of the library's circulation policy is to make the best possible use of the library's collection by the greatest number of borrowers.

Library Cards:

Library Usage

The Iowa Tribe of Oklahoma Library welcomes use of the Library Resource Center by individuals of all ages to support their personal, educational and professional needs. Library cards, with borrowing privileges, will be issued to Iowa Tribe of Oklahoma tribal members and community members residing in Lincoln and Payne counties without charge. No registration fee will be charged for Iowa tribal members or those individuals who live, work, attend school or own property in Lincoln or Payne counties. Iowa tribal members who do not meet one of these criteria may apply for a nonresident library card.

Minor children who attend school in Lincoln or Payne counties qualify their immediate family members.

Library staff requests that customers present their library cards to check out any materials.

Library Card Registration Guidelines

1. Applicants wanting a library card should apply in person. A state, tribal or federal-issued photo identification card, or passport, showing current address is required for customers age sixteen and older who wish to check out physical items from the Iowa Tribe of Oklahoma Library Resource Center. Copies of the photo identification cards or passports will be entered into a customer's account. Current address is also required. If the photo identification card or passport does not show a current address, a utility bill is also acceptable to prove current address. Library cards are mailed to customers who possess a state, tribal or federal-issued photo identification card, or passport, but do not possess proof of current address. If a library card is returned undeliverable by U.S. Postal Service, then the account will be frozen until the customer shows valid proof of address.
2. Customers may also apply for a library card by telephone if they would like to use web-based resources or re-register to use the library. Customers will need to show photo-identification card if they wish to check out physical items from the library.
3. Cardholders must sign the registration form for library card membership, which reads: "Use this card to check out books and other materials. We know you will treat them as your own. Your signature above indicates you agree to comply with library rules and accept responsibility for materials checked out to this card and/or any associated late fees for unreturned library materials. Please notify us of any change of address."
4. Cards will be issued to all individuals having attained the age of four years. Youth under the age of sixteen must have a parent or guardian apply for their library cards. Those ages sixteen and seventeen may have a library card if they have a driver's license. Parents/guardians must

meet the registration guidelines listed above and must sign the borrower's library membership registration form acknowledging responsibility for library materials checked out by the child. Customers will need to show photo-identification card if they wish to check out physical items from the library.

5. Library cards expire after one year. Cardholders will be asked to give current address and telephone number.

Special Library Cards

Non-resident card

Any Iowa Tribe of Oklahoma tribal member who does not qualify for an Iowa Tribe of Oklahoma Public Library card, but wishes access to the library's collection, may apply for a non-resident library card. Card registration follows same instructions as listed above.

Confidentiality of Customer Records

Customers may ask for access to their own record. Other individuals may not inspect a customer's record except with the customer's authorization or by order of a court of law.

Parents of minor children under the age of eighteen may have access to their child's record. A minor child will be considered an unmarried person under eighteen years of age.

Parental Consent

If a parent/guardian does not wish for his/her child to have access to certain library materials or computer access, he/she will need to discuss the restrictions with the child. Iowa Tribe of Oklahoma Library staff will not be responsible for monitoring child activity on digital access or access to printed materials.

Lending Policy:

Standard Loan Rules

Customers are responsible for materials checked out on their library card whether the owner uses the card, or someone else uses the card authorized (or not) by the owner. By signing the library membership registration form of minors, the parent/guardian is responsible for materials checked out on the child's card. Cardholders should notify the library immediately if their card is lost or stolen, or if they have a change of name or address.

Items may be renewed once by phone for an additional 2-week period by contacting the Library staff.

Reference collection books, DVD's or digital technology do not check out to library customers.

Copyright law protects most materials borrowed from the library. Most non-print materials are for home use only. Any other use, including copying or performance in public in whole or part, is prohibited by law. Some DVDs have public performance rights and may be used by the group. Staff can provide guidance in this area.

The library is not responsible for any damage a DVD or cd-rom might cause to the borrower's equipment.

Borrower Accounts:

Fines and Payments

A borrower is responsible for all materials charged to his/her borrower's card. Customers who register their cell phone number or email address will receive a two-day courtesy notice by call or email notification. Overdue notices are e-mailed or customers called who have items that are fourteen (14) days, twenty-eight (28) days late and forty-eight (48) days late. After a customer has received three overdue notices his/her account will be closed. Customers will be responsible for any fees charged by the library.

The fee paid for the replacement cost of a lost item is non-refundable even if the item is returned at a later date.

Partial payment of accumulated fines and bills will be accepted to keep a library card active until the payment is received in full.

A customer who claims to have returned an item is not responsible for fines or lost charges on that item. Return claims will be tracked on a customer's record.

Suspension of Privileges

A customer's borrowing privileges will be suspended if the following limits have been reached:

Item(s) is marked "Long Lost: Overdue"

If he/she claims to have returned items that are deemed lost, or never checked out, on three separate occasions. (To reinstate borrowing privileges, customer must pay for lost items that are currently checked out in his/her name.)

\$5.00 or more in outstanding charges.

Customer has an account that has not been attempted to be resolved.

An individual is connected through a family relationship to a card that has overdue "Long Lost: Overdue" materials that cannot be renewed or has \$5.00 or more in outstanding charges. For example, a parent who has a minor child whose library card has \$5.00 or more in outstanding fines or lost book charges, would be responsible for paying the outstanding charges before using his/her library card.

Customer has not paid for an insufficient check.

Lost and Damaged Items

The replacement cost of a damaged item may be charged to the customer if the item is damaged to the extent it must be withdrawn from circulation. Installment payments will be accepted.

LOAN PERIODS:

Print Materials

Books	14 days
Magazines (non-current issues)	14 days
Newspapers	Non-circulating

Non-print Materials

Music CDs	14 days
DVDs	14 days
Learning/Themed Book bags	14 days
Audio Book Kits	14 days

Loan Limitations

Individual Books	4 per borrower
Materials with the same Dewey call number	4 per borrower
Music CDs	2 per borrower
DVDs	2 per borrower

Learning/Themed Book bags 1 per borrower

Audio Book Kits 2 per borrower

FEE SCHEDULE

Fax \$1.00 per page domestic
\$4.00 per page international
\$0.10 per page-receiving FAX
No charge to other libraries

Lost and Late Fees

Lost book, Charge of replacement or equivalent book replacement cost

Overdue Book \$1.00 per day up to \$5.00 maximum

Damaged Library Material

Item Can Still Circulate \$5.00 per item

Item must be withdrawn Cost of item (recorded or replacement)