

Iowa Tribe of Oklahoma Policy Manual

Mission Statement

Our library belongs to our people. We strive to offer meaningful resources, materials, and help for literacy, education, employment, and wellness for the Iowa Tribe and its community. We are dedicated to providing materials, access, and resources for the literacy of our tribal community.

Circulation Policy

Account Eligibility:

- Iowa Tribe of Oklahoma tribal members living *anywhere* are eligible for a free library account.
- The general public (age 4+ years) living in Payne and Lincoln counties are eligible.
- Library accounts can be set up in-person during library operating hours.
- Applications are also accepted via email, by sending a completed application with all required documentation to itolibrary@iowanation.org.

Adult Accounts (Age 18 + Years):

- Must provide a valid photo identification.
- Must provide a recent utility bill with your name and address.
- If there is no utility bill in the card applicant's name, the utility holder must write an affidavit that the account holder is living at that address.

Juvenile Accounts:

- A parent or guardian may apply for a minor child (age 4-17 years) to get their own library account.
- The responsible adult must provide a valid photo identification and a recent utility bill.
- The signing adult will be held responsible for any materials checked out on the juvenile's account.
- Parents of minor children may have access to their child's borrowing record upon request.
- If a parent/guardian does not wish for his/her child to have access to certain library or digital materials, he/she will need to discuss the restrictions with the child.
- Library staff are not responsible for monitoring or limiting a child's activity or access to digital or printed content.

Account Conditions:

- Library accounts are valid for one year; a photo ID and updated utility bill will be requested annually to renew.
- A lost or stolen library card should be reported to a librarian and replaced to prevent unauthorized use of the card.
- Library patrons are responsible for all items checked out on his/her account whether the owner uses the card, or by unauthorized use of a card.
- The library utilizes an automated system to send account-related text messages and emails to notify patrons of checkouts, overdue items, and account expiration.
- A change in address, phone, or email address should be reported to a librarian as soon as possible.

Borrowing Guidelines

Material Type	Items per Account	Checkout Period
Books	4	14 days
DVDs	4	14 days
CDs	4	14 days
Specialty Items	Variable	Variable
Total Combined Items	4	
Iowa Tribe Collection	In-Library Use Only	
Reference Collection	In-Library Use Only	

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

Renewals:

- The library sends automated due date reminders via text or email.
- Items that are not on hold, can be renewed remotely (via text, email, or phone). Additional renewals must be requested in person, with the item present.

Fee Schedule

Lost and Damaged Materials:

- Lost Items: Retail replacement cost of the item
 - The replacement cost fee is non-refundable, even if the item is later found by the borrower.
- Damaged Items
 - Repairable item: \$5.00
 - Damage beyond repair: Retail replacement cost of the item

Overdue Materials:

- All Material Types: \$1.00 per day, maximum \$5.00 per item.
- Accounts with a fine of \$5.00 or more will be restricted.
- Accounts with overdue materials will be restricted.
- Family members in the same household will share overdues and fine restrictions.

FAX, Notary, and public computers available on request.