

# **GALVA PUBLIC LIBRARY CIRCULATION POLICY**

Adopted November 5, 2018

## **REGISTRATION -----LIBRARY CARDS**

Free library service is available to all residents of Galva, Iowa and the surrounding area. Patrons must obtain a library card from the Director after filling out a short application card. Proof of address is required.

Borrowers: Must be 5 years or older. Children under the age of 14 must have a parent or guardian sign for them. Responsibility for a child's selection and return materials, and any fines accrued is held by the parent or guardian signing for the child.

## **MATERIALS**

Magazines are loaned for 1 week and may be renewed. Books, reference material, and audio books are loaned for 2 weeks and may be renewed for an additional 2 weeks. DVD's are loaned for 3 days and may not be renewed. Items are to be returned by closing time of the due date. A fine of \$1.00 per DVD per day will be assessed against any patron not returning DVD's by the due date. With a maximum fine of \$10 per DVD.

Overdue notices will be sent on all materials overdue after a two-week period. A second notice will be sent 60 days after overdue, billing the patron for the full replacement cost of overdue materials. Patrons are not allowed to check out any items from the library until such fines are paid.

## **INTERLIBRARY LOANS**

The library will request material from SILO. We do not charge for this service as of the above date. This rule may change in the future and a small charge assessed.

Attached hereto: Freedom to Read Act  
Library Bill of Rights

Reviewed and Approved: January 6, 2022