



Ankeny Kirkendall Public Library Ankeny, Iowa

The Mission of the Ankeny Kirkendall Public Library

Welcoming all to Learn, Imagine, and Do

SUBJECT: CIRCULATION

BACKGROUND:

- A. A priority of the Ankeny Kirkendall Public Library Staff and Board of Trustees is to offer convenient access to all programs and resources. Consistent with this, the Ankeny Kirkendall Public Library offers several options for prospective patrons to gain library privileges.
- B. Ankeny Kirkendall Public Library is a participant in the State Library "Open Access" program.

POLICY:

A. Library Membership

a. Basic Access Account

- i. Any person living within the Ankeny city limits, unincorporated Polk County, or within an area that participates in the State of Iowa's Open Access program is eligible for a library card at no charge. There are limitations to a few services based on residency.
- ii. Any adult (18+) applying for library privileges must present identification and proof of current address. Examples of such identification include driver's license, student ID, voter registration card, or mail addressed to the individual with a current postmark. A driver's license and/or state issued photo ID will be required for the library card application.
- iii. Any applicant 12-17 years of age may apply for a library card using their student ID, driver's license, or permit. They must list at least one parent's/guardian's contact information as the financially responsible party.
- iv. Any applicant under the age of twelve (12) must have their application signed by a parent or guardian, who must be present at the time the card is issued, in order to obtain a library card.
- v. Cards are issued for three (3) years; there is no fee for renewal. If a library patron loses their library card they will be charged a \$1.00 replacement fee.

b. Temporary Account

- i. Any person without an ID or permanent residence is eligible to obtain a temporary library card with limited access to resources. Applicants must have a valid email address or phone number to contact.

- ii. Temporary cardholders may check out up to three (3) items at a time, not including equipment. Cardholders will still have access to online and in-house resources.
- iii. Temporary library cards are issued for three (3) months; there is no fee for renewal. If a library patron loses their library card they will be charged a \$1.00 replacement fee. There is no fee to change from a temporary account to a Basic Access account.

c. Organization Account

- i. Businesses and organizations in Ankeny, Unincorporated Polk County, or in a city that participates in Iowa's Open Access program may apply for an organization account.
- ii. The creator of the account must be a financial representative of the named organization. Anyone who will be using the card must be named on the account.
- iii. Cards are issued for one (1) year; there is no fee for renewal. A \$1.00 replacement fee is charged in the event of a lost library card.
- iv. Items will check out for a four (4) week checkout period, not including equipment. Digital resources will follow standard residency and borrowing limits.

CIRCULATION PERIODS AND FEES:

Circulation periods vary depending on the item. All materials may be renewed in person, by telephone, or online provided no one else has previously placed the item on hold and the account has \$4.99 or less in fines.

1. **Books, audio books, periodicals, DVDs, Blu-Rays, and music CD's** check out for three (3) weeks and can be renewed up to two (2) times.
2. **Digital projectors, projector screen, and the slide projector** check out for seven (7) days and cannot be renewed. Patrons must be over 18 to check out.
3. **STEAM Kits** check out for 14 days and cannot be renewed. One (1) kit per card may be checked out.
4. **Interlibrary Loan (ILL)** materials check out for the period allowed by the lending library.

Patrons will be assessed the cost of replacement plus a \$3 processing fee on all library materials that are either lost or damaged beyond repair. Items not returned within the prescribed time frame will be assessed a fine according to the following schedule:

<u>Material</u>	<u>Fine Amount</u>
Books, audiobooks, music CD's, DVDs, Blu-Rays	0.20 per day; cap of \$5.00 per item
Digital projectors, projector screen, slide projector, STEAM Kits	\$3.00 per day; cap of \$15.00 per item

ADDITIONAL INFORMATION:

Patrons may check out up to 100 items at one time.

Expired Accounts

- Expired registration records are removed at least every three years in order to satisfy State Library of Iowa accreditation standards.
- Accounts that are expired at least 7 years with charge balances will be deleted.