

CIRCULATION POLICY

- ❖ All Rockford and rural Floyd County citizens holding a Rockford library card may borrow materials from the Library, and all those eligible through the Open Access policy of the State Library of Iowa.
- ❖ Children are eligible for a library card at age seven. A statement of consent and responsibility must be signed by a parent or guardian before the card is issued if the child is under age 15.
- ❖ Books and audiobooks may be checked out for two weeks and be renewed once unless it is on reserve.
- ❖ Magazines check out for one week and may be renewed once.
- ❖ Videos check out for one week. Extended use fee is \$1.00 per video, per day.
- ❖ If the customer owes fines or has materials that are overdue, no materials may be checked out and no computer use is allowed until the matter is taken care of.
- ❖ If materials belonging to the library are lost or destroyed, the full replacement cost of the item will be charged.
- ❖ Patrons may request that an item be held for them, and will be notified when the item becomes available. If the item is not claimed within three library days after notification, it will be given to the next patron on the reserve list, or returned to the general collection if not on reserve.
- ❖ Reference books usually do not circulate, although there can be exceptions.
- ❖ If the Rockford Public Library does not own material requested, the librarian will be glad to request materials through interlibrary loan. Such items will be subject

to the rules and regulations of the lending library. To offset the cost of the postage, a small fee may be charged.

Reviewed, revised, reaffirmed September 2014

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