

ROLFE PUBLIC LIBRARY SERVICES

I. BORROWING PRIVILEGES

- A. Any person living in the Rolfe community is eligible, free of charge, to be a borrower of the Rolfe Public Library.
- B. People living outside the described area shall be eligible, free of charge, to borrow from the Rolfe Public Library via the Open Access Program.
- C. Registration shall be made when the borrower completes our application form and information is verified. A parent or guardian, who is in good standing with the library with no fines or overdue material, must sign the application form of any person under 18 years of age. The borrower's ID, or parent or guardian of the borrower, will be copied onto the back of the application form. A child must be 5 years of age to have a borrower's card.
- D. It shall be the responsibility of the borrower to take reasonable and proper care of items borrowed; to return items on time; to pay fines as incurred; and to pay replacement costs of lost or damaged borrowed materials. In the case of a lost or overdue item, the person who borrowed it is considered responsible. Items cannot be loaned to a third person.
- E. The records of use of our library by any individual shall be confidential, and shall be turned over to authorities only under due process of law.
- F. The number of books checked out to an individual may be limited at the librarian's discretion.

II. CIRCULATION POLICIES

- A. Books and magazines belonging to the Rolfe Public Library may be borrowed for a period of three weeks and may be renewed for an additional three weeks. Further renewals are discouraged.
- B. DVDs belonging to the Rolfe Public Library may be borrowed for free of charge for a 48-hour period or from Friday to Monday and may be renewed one time only. DVDs may be kept for a longer specified period of time if prior arrangements are made with the librarian and at her discretion. Only 2 (two) DVDs per household may be checked out at a time.
- C. Items that are owned by the Rolfe Public Library but that are in circulation when requested shall be placed on a reserve list at the patron's request.
- D. Patrons having overdue items shall be notified sometime within one month after the due date. Renewals will be at the discretion of the librarian after such notification. If the item is not returned, there shall be another notification within one month from the date of the first notice.
 - a. Such notifications may be either by telephone or by mail. If the item is not returned within two weeks from the date of the second notice, the patron will then receive a letter informing him/her that library services have been discontinued to him/her until satisfactory restitution has been made.
 - b. While the Rolfe Public Library will make every effort to inform its patrons of overdue items within a period of one month from due date, we do not assume the responsibility of such notification. It is the responsibility of each patron to be aware of his/her own due dates.
 - c. A parent or guardian of a borrower who is under high school age at the time an item is borrowed is responsible for such materials.
- E. DVDs that are "R" rated may be checked out with parental permission.

III. INTERLIBRARY LOAN POLICY

- A. If the Rolfe Public Library does not have the material requested, the librarians will be glad to request printed materials from Inter-Library Loan, and DVDs from the State Library of Iowa.
 - a. Patron who is in good standing with the library with no fines or overdue material.
 - b. Patron will be charged \$2 per item to help cover postage costs, if IA Shares cannot deliver.
 - c. Patron is limited to two (2) items at a time.
 - d. Patron will be charged for the loss of or damage to interlibrary loan materials.
 - e. Such items will be subject to the rules and regulations of their lending libraries.
 - f. Materials on Satanism and pornography will not be ordered except for a responsible adult

at the discretion of the librarian.

- g. Patron must pay for the loan fee (\$2 per item) when picked up, if applicable.

IV. FINES, FEES, ETC.

- A. In the event of a lost or damaged item, replacement value shall be determined by the Director and charged to the patron accordingly. In the case of an item borrowed through Interlibrary Loan, the charge shall be determined by the original lending library.

V. EQUIPMENT USE.

- A. Patrons will follow all rule from the Computer Use and Internet Policy and Electronic Devices Procedures outlined on pages 8-10.

B. Library Computers

- a. The library's computers are available for use in the library during regular library hours. Eligible users are patrons who are in good standing with the library with no fines or overdue materials.
- b. The library owns the computers for three purposes: to assist students by means of the use of educational computer software; to stimulate computer literacy for adults; to assist librarians with their work.
- c. Children who have not had computer instruction, or do not know how to use the computer, must be accompanied by a responsible adult.
- d. Time on the computer may be reserved for special need by calling the library ahead of time. Unreserved time may be used on a first-come, first-served basis.
- e. The library reserves the right to refuse computer time to any person at the discretion of the librarian on duty. The number of people using the computer at one time may be limited by librarian.
- f. No privately owned games may be played on library computer.

C. iPads

- a. The Rolfe Public Library has iPads available for patrons to use in the library. Eligible users are patrons who are in good standing with the library with no fines or overdue materials.
- b. Uses of iPads
 - 1) Patrons must ask the librarian on duty for permission to use.
 - 2) Patrons may use the iPads on a first-come, first-serve basis.
 - 3) Patrons may use the iPads for 30 minutes a day.
 - 4) Failure to use the iPad appropriately and responsibly will result in the loss of iPad privileges.

D. E-Readers

- a. The Rolfe Public Library has eReaders available for patrons to check out. Eligible users are patrons who are in good standing with the library with no fines or overdue materials.
- b. Patrons on conditional status are not eligible to borrow an eReader. Patrons borrowing an eReader must be 18 years old or older.
- c. A valid library card must be presented at the time of checkout. A borrower must read, understand, and sign a user's agreement at the Circulation Desk in the presence of a Library staff member every time (s)he checks out an eReader. The eReader will circulate for a three-week time period and cannot be renewed.
- d. A \$5.00 usage fee will be due upon checkout. This fee is nonrefundable. Overdue fines will be assessed at \$5.00 per day after the due date. Habitual returns past the due date may result in loss of access to this service.
- e. Uses of eReaders
 - 1) Returns must be made at the circulation desk. **DO NOT USE BOOKDROP.**
 - 2) Patrons may access BRIDGES materials using an eReader.
 - 3) Patrons may NOT purchase materials to place on the eReader.
 - 4) The borrower is responsible for all costs associated with damage or loss of eReader, accessible device, and/or peripherals due to neglect or abuse. The replacement cost of an eReader is \$100.00.

E. Laptop Computer

- a. The Rolfe Public Library has a laptop computer available for patrons to use in the library. Eligible users are patrons who are in good standing with the library with no fines or overdue materials.
- b. Uses of laptop computer
 - 1) Patrons must ask the librarian on duty for permission to use.
 - 2) Patrons may use the laptop computer on a first-come, first-serve basis.
 - 3) Failure to use the laptop computer appropriately and responsibly will result in the loss of laptop computer privileges.
- F. Printers and Copier
 - a. There will be a charge of 25 cents for each black and white copy printed/copied and 50 cents to \$1.00 for each colored copy printed/copied
 - b. Failure to pay the require fees will result in the loss of the printers and copier privileges.
- G. Audio Books and Playaways
 - a. Audio Books and Playaways belonging to the Rolfe Public Library may be borrowed for a period of three weeks and may be renewed for an additional three weeks. Further renewals are discouraged.
 - b. Uses of Audio Books and Playaways
 - 1) Only 2 (two) Audio Books and/or Playaways per household may be checked out at a time.
- H. STEM Items
 - a. The Rolfe Public Library has STEM items available for patrons to use in the library. Eligible users are patrons who are in good standing with the library with no fines or overdue materials.
 - b. Uses of STEM items
 - 1) Patrons must ask the librarian on duty for permission to use.
 - 2) Patrons may use the STEM items on a first-come, first-serve basis.
 - 3) Failure to use the STEM items appropriately and responsibly will result in the loss of STEM item privileges.
- I. The library's laptop computer, projector, screen, or DVD/VCR may be borrowed outside of the building for educational purposes by an organization (not personal home use) for one day with permission from the Library Director.

VI. MEETING USE

- A. Club meetings may be held in the library at the discretion of the Library Director and Board.
- B. A librarian, Board member, or someone appointed by the Library Director or Board must be in attendance at the meeting. While the Library makes no charge for use of this room, a voluntary donation to the Library of \$5.00/hr. for after-hour use of the facility is appropriate.

VII. PUBLIC ANNOUNCEMENTS

- A. Space permitting, the library will post public announcements of general interest to the community.

VIII GENERAL RULES

- A. No running in the library.
- B. No loud talking or inappropriate language in the library.
- C. No food or drink in the library except for water at the tables provided.
- D. No wet clothing or swimming suits in the library.
- E. Reasonable and appropriate attire is expected.

IX. USE OF ROLFE PUBLIC LIBRARY ORAL HISTORY INTERVIEWS

- A. The Rolfe Public Library Oral History Interviews shall be used for educational purposes, not for profit. Any segment(s) of reproduction must be in complete original form. Users have a responsibility to retain the integrity of the interviewee's voice, neither misrepresenting the interviewee's words nor taking them out of context.

- B. The following credit line shall be used: "Oral History Collection CD#___/Rolfe Public Library/Rolfe, Iowa."
- C. If the library's oral history CD # is not readily available, the name(s) of the person(s) speaking may be substituted for the CD #.

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