

CIRCULATION POLICY

Library Cards

Free library cards are available to citizens of Oxford and rural Johnson County, as well as residents of those communities participating in Iowa's Open Access program. Some privileges, such as access to online resources and interlibrary loan, must be limited to residents of Oxford when nonresidents have a local library from which to obtain such services. Library cards are active for 1-3 years (3 years for adult residents of Oxford and 1 year for all other patrons) and may be renewed upon request at expiration.

Children under 14 may obtain a library card only with the signature of a parent or guardian who is willing to accept financial responsibility for fines or fees incurred on the account. The responsible adult will be required to provide a photo ID at time of registration. Adults and young adults 14 and over may obtain individual cards with valid photo ID (school ID, driver's license, etc.).

Borrowing Privileges

Borrowers are responsible for any item(s) checked out on their card. There are no age restrictions for using library materials and resources.

Fines and fees will not be charged for late materials. A hold will be placed on a patron's account when material(s) are more than 30 days overdue. To remove the hold, patrons will need to return late material(s).

If materials are lost or irreparably damaged, patrons will need to explain what happened to the material to the library director in order to lift account holds. Replacement fines may be applied at the discretion of the director.

Inter-Library Loans: Patrons are responsible for replacement costs for lost or damaged materials and any additional fees charged by the lending library.

Loan Periods

New books: 14 days

Regular Books/Magazines: 4 weeks

DVDs: 1 week

Audiobooks: 2 weeks

Reference Materials: to be used in-house only, may only circulate with permission of director

Checkout Limits

New Books: 5

DVDs: 3

Books/Magazines: 30 total

Renewals

Registered borrowers in good standing may renew items by bringing them to library, calling library during open hours, or performing self-renewal via their account in the library catalog. Renewals will be for the same length of time as the original loaning period. There is a maximum of two renewals, after which point staff intervention will be required to extend the due date.

Interlibrary Loan

Cardholders in good standing may make interlibrary loan requests for materials not available locally. Staff will attempt to obtain the item(s) from another library. Library users must make request(s) at their primary local library. Residents of Oxford and rural Johnson County may submit interlibrary loan requests through Oxford Public Library. Requests will be accepted in person, via telephone or email, or may be submitted through a user's account in the online catalog.

Materials must be picked up at, and returned to, Oxford Public Library. Interlibrary loan materials not picked up 14 days after patron notification, may be returned to the lending institution. The lender determines loan duration and possibility of renewal. Patrons may have no more than six interlibrary loan requests active at one time.

Oxford Public Library materials may be requested by other libraries. The library will provide circulating materials at no charge to other libraries for a period of 30 calendar days. Renewal of these items will be subject to approval by the library staff based on local need. Charges will only be assessed in the instance of materials lost or damaged by the borrowing library.

Overdue Materials

Borrowers will be notified via telephone, email, or mail when items have reached the point of delinquency in which a replacement fee is charged. Prior overdue notices will be sent whenever possible to the preferred notification method chosen by the borrower. Final bills will be sent via postal mail. Long overdue accounts may be submitted to a collection agency and/or to local law enforcement for further action. An additional processing charge of \$10 will be added to each account sent to collections. (See also Code of Iowa, Chapter 714.5, Theft of Library materials and equipment).

Approved Dec. 4, 2023

Suspension of Library Card Privileges

Library card privileges may be restricted at the discretion of library staff for cardholders not following library policies. Individuals owing the library \$10 or more will not be allowed to check out materials until the account is paid in full or a payment plan is established. Access privileges are suspended when the library card expires, to be re-established at user's request with verification of account information.

Holds

Registered borrowers in good standing may place up to five holds.