

Circulation Services

Patron Eligibility

The library will serve all residents of the community and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age or sexual orientation. (Reviewed and approved January 2020)

Behavior Policy/Patron Responsibilities

The Stanwood Public Library will provide a safe, comfortable, clean working environment that is conducive to the use of library material whether by individuals or by small groups. Patrons are expected to observe the right of other patrons and staff members and the use of the library for its intended purpose.

Patrons using the library are expected to behave in a way that is appropriate for the library's purpose as stated above. Therefore, the following kinds of behavior are prohibited:

Any behavior that is illegal

Any behavior that endangers oneself or others

Any behavior that is disruptive to the library environment; for example, loud talking or laughing

Any behavior that is abusive to staff member or other patron

Any use of the library that interferes with the library's purpose

Any other behavior that is deemed inappropriate by the Library Director or staff; for example, smoking, eating, or drinking

No solicitation or panhandling will be allowed on library premises without prior approval from the Library Director or the Library Board of Trustees.

The primary responsibility for enforcing this policy rests on the staff member in charge of the library when the incident occurs. However, all staff members have responsibility for enforcing the policy.

Staff members are to use their best professional judgement when enforcing this policy. The goals of staff action will be to curtail a patron's inappropriate behavior, and to encourage the patron to behave appropriately in the library. Response to any incident should occur as soon as possible after the incident begins. Except in cases where the staff feels in physical danger, they will discuss inappropriate behavior with the patron, suggest alternatives, and if necessary, state the consequences of the behavior.

In cases where a juvenile refuses to behave appropriately in the library, the staff member in charge is authorized to call the juvenile's legal guardian.

In cases where a patron, whether juvenile or adult, continues to behave in an inappropriate manner after the staff has warned the patron of such behavior as inappropriate, the staff member in charge is authorized to tell the patron to leave, and call the police if patron refuses.

1. Any patron asked to leave the library may return the next working day.
2. If the patron continues to behave in an inappropriate manner, the staff member in charge is authorized to tell the patron to leave, and library privileges are withdrawn for a week.
3. If after a week without library privileges the patron still behaves in an inappropriate manner, the staff member in charge is authorized to tell the patron to leave, and the library privileges are withdrawn for a month.
4. At the end of the month, an adult must meet with the Library Director for reinstatement of library privileges. A juvenile must bring his/her legal guardian to meet the Library Director for reinstatement of library privileges.
5. Failure to remedy the problem by the aforementioned steps will result in the patron meeting with the Library Board to determine his/her restoration of library privileges.

In cases where an illegal or potentially dangerous incident occurs, any staff member is authorized to call the police.

(Adopted February 2010) (Revised November 2019) (Reviewed and approved January 2020)

Registration

All borrowers must be registered and must have a valid local or system patron card to borrow library materials. Identification is required. A driver's license or student ID is preferred; however, any other official ID or recent non-personal piece of mail may be acceptable. (Reviewed and approved January 2020)

Confidentially

The Stanwood Public Library adheres to all regulations and laws regarding the protection of the confidentiality of its users.

It is the policy of The Stanwood Public Library not to release information that would reveal the identity of a library patron who checked out or used certain materials or services or requested an item of information from the library. Information concerning the account of a

patron will be released by that person only. However, the library will release information to the parent or guardian of a minor child for the purpose of recovering overdue material and settling accounts for lost, late, or damaged material. The librarian will be lawful custodian of library records. (Reviewed and approved January 2020)

Young Children

The Stanwood Public Library encourages visits by young children, and it is our desire to make this important visit enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library.

Therefore, it is the library policy that all children under the age of eight must be accompanied by a parent or a designated responsible person while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program. (Reviewed and approved January 2020)

Sex Offenders

In accordance with Chapter 692A of Subtitle 16 of the Code of Iowa, the Board of Trustees prohibits the presence of sex offenders convicted of sex offenses against minors upon or within 300 feet of library property without written permission from the Library Director.

The Library Director may only give written permission as the result of a vote at a meeting of the Board of Trustees at which a quorum is present.

Persons barred from library property under the law remain entitled to library service. It is the responsibility of the patron to arrange for a courier to select, check out, and return materials to the library through possession of the patron's card.

Violations of this policy will be immediately reported to law enforcement.

(Adopted July 2009) (Reviewed and approved January 2020)

Loan Period

1. Three weeks for books, magazines, and audio materials.
2. Reference books do not circulate.
3. Interlibrary loans are due on the date indicated by the lending library
4. Books may be renewed twice if there is not a waiting list for the title.
5. One week for DVD and Blu Ray

Movies will be limited to five checkouts per household. Only two of these may be new acquisitions. (Revised September 2010, July 2011, March 2015) (Reviewed and approved January 2020)

Reserves

Reserves may be placed by patrons either in person or over the phone. Patrons will be notified by telephone when materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan service.

Fines

To prevent hardship to patrons or deferral of service, the Stanwood Public Library does not charge overdue fine. (Reviewed and approved January 2020)

Lost or Damaged Materials

It is unlawful for a person willfully, maliciously or wantonly to tear, deface, mutilate, injure or destroy, in whole or in part, any newspaper, periodical, book, map, pamphlet, chart, picture, or other property belonging to the Stanwood Public Library or reading room.

In case of lost or damaged library materials or property, the borrower must pay cost of the item. (Reviewed and approved January 2020)

Failure to return

Failure to return library materials for two months or more after date the person agreed to return the library materials, or failure to return library equipment for one month or more after the date the person agreed to return the library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt (1. A phone call was made after one week overdue. 2. A letter was mail two weeks after being overdue. (3. Including a mailing of restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken) has been to reclaim the materials or equipment). (Reviewed July 2010, Revised March 2015) (Reviewed and approved January 2020)

Interlibrary Loan Service

The Stanwood Public Library participates in the statewide interlibrary loan service. Also, we subscribe to national interlibrary loan program. We consider this service free to all the patrons of the library.

Patrons can request the materials at any time from member of the library staff. Staff is responsible for notifying the patron of availability and arrival of materials. (Reviewed July 2010 and March 2015) (Reviewed and approved January 2020)

Reference Service

The Stanwood Public Library:

- Will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on telephone, or request information through correspondence.
- Will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this included providing help in developing a research strategy and advice on whether a trip to the library would be worthwhile for the individuals who telephone.
- Will provide bibliographic verification on items both in the library and not owned by the library and will assist patrons in obtaining materials through interlibrary loan, when appropriate.
- May refer library users to the other agencies and libraries in pursuit of needed information. (Reviewed July 2010 and March 2015) (Reviewed and approved January 2020)