

Central City Public Library Service Policy

I. Service Hours

The time and total number of hours the library is to be open will be determined by the Library Director and Board of Trustees.

II. Registration of Patrons

Any resident of Central City or the surrounding rural area six (6) years of age or older may apply for registration free of charge. Children under the age of six (6) may register free of charge when accompanied by a parent or guardian.

Any resident of Iowa, with proof of identification and a card from his/her local library, may apply for registration free of charge.

III. Circulation

A patron may check out items for three (3) weeks. Renewals may be made by telephone, e-mail, on-line catalog, or in person.

An item may be reserved by placing the patron's name on the reserve list for that item. The patron will be notified when the reserved item is available. If it is not picked up within three (3) days or an agreed upon date, the item will be re-shelved.

DVDs may be checked out for one (1) week.

Patrons may order material through interlibrary loan and may be charged One Dollar (\$1.00) per book for the postage to return the material.

IV. Confidentiality of records

The Central City Public Library Board of Trustees affirms that all library circulation records, individual reference material, and reading interests of patrons are confidential. Information concerning such things may be released only under the provisions listed in the Code of Iowa. Refer to Central City Public Library Confidentiality of Records Policy.

V. Revenues

A. Fees

The photocopier/printer is to be used by the Library Director and staff, the public may use it under the supervision of the Library Director and staff. Copies may be purchased as followed:

- Letter size- black and white Ten Cents (\$.10) per side
- Letter size- color Twenty-five Cents (\$.25) per side
- Legal size- black and white Fifteen Cents (\$.15) per side
- Legal size- color Thirty Cents (\$.30) per side

Enlargements or reductions in size may be obtained at a cost of Five Cents (\$.05) for each copy used to obtain the desired size.

No charge will be made for a faulty copy, and such a copy will be destroyed. The librarian will assess the fault and use his/her judgment as to payment or non-payment.

The librarian will make up to fifteen (15) copies while a patron waits. If more copies are needed, the librarian will complete the copy run when time permits and will notify the patron when they are ready to be picked up.

The fax is to be used only by the Library Director and staff. Charges are as follows:

Outgoing:	
First sheet	\$2.00
Additional sheets	\$1.00
Incoming: per sheet	\$1.00

B. Fines

The patron will be notified by e-mail or text of overdue items. Any items three (3) months or more overdue may result in a fee to replace the items.

The Library Director will determine the charges for any item returned in a damaged condition. The patron will be charged the list price for any lost material. If the material is later returned, the list price will be refunded providing the material has not already been replaced.

Public Display

Items to be displayed, exhibited, or posted must be approved by the librarian. Material considered too commercial, or in bad taste, or of doubtful value will not be acceptable.

The library assumes no responsibility for possible damage or theft of any display, exhibit, or poster. All items placed in the library are done so at the owner's risk. The library cannot accept responsibility for the return of any displayed material.

VI. Contributions

Any books or materials presented to the Central City Public Library will be evaluated and accepted using the same criteria as that indicated in the Selection Policy of the Library. The Library has the right to make use of or to dispose of

any material presented to the Library unless the donor requests the return of unusable material.

Bequests, cash donations, and memorials can be made to the library through the J.C. Clegg Fund. Checks should be made payable to the J.C. Clegg Fund. Donors may specify materials to be purchased with the donor money, which will be shelved with the regular collection. If specific materials are not available, the Library Director will attempt to notify the donor to seek another suggestion. If the donor does not specify use, the Library may use the money to benefit the library as needed.

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