



Circulation Services Policy

Purpose

The purpose of the Orange City Public Library Circulation Policy is to establish library card eligibility and to state the conditions that invalidate cardholder privileges.

Policy

These policies apply to all library card holders unless otherwise stated.

- Proof of identification and residency requires both of the following types of information: photo identification and proof of address.
- Individuals of all ages may sign up for a library card.
 - Individuals under the age of 18 must have a parent or guardian apply with them/for the card.
 - Individuals 18 years of age and over may obtain a library card without parental or guardian signature provided that they can provide proof of address and identity.
 - Parents or guardians are responsible for all materials checked out on the signatory cards of those under the age of 18.
- The person named in the application is the official account holder.
- Library accounts are confidential. Reference: Statement of Confidentiality.
- Neither the library nor its staff will monitor, prohibit, or disclose items checked out on a library card other than to the official account holder.
- Cardholders are responsible for all materials selected and checked out on the card and for payment of replacement costs and fees assigned to the card.
- Library cards are not transferable.
- Cardholders are responsible for notifying the library promptly if a card is lost or stolen.
- A charge of \$3.00 will be made for replacement of a lost or damaged library card. The account must be in good standing for a replacement card to be issued.
- Cardholders are not limited in the number of items that may be checked out on their library cards, except by the licensing agreements of electronic resources.

- Library cards expire on a regular basis to confirm address and account information. Full access cards must be renewed every 3 years. All other cards must be renewed annually.
- The Administrative Librarian may refuse or restrict the use of a library card if a pattern of abuse is established.
- The Administrative Librarian may revoke a library card if a person engages in illegal activity while in the library or is convicted of a crime against the Orange City Public Library.

Library Cards

Full Access Library Cards

A valid full access library card allows the account holder access to all materials, collections, and services of the library.

Full Access Library Cards are available to:

- Residents living within the city limits of Orange City.
- Residents of contracting cities.
- Persons who own property within the city limits of Orange City.
- Nonresidents who purchase a Full Access library card. (\$70 per year)
- Residents of rural Sioux County.

Open Access Library Card

Open Access cards are issued to Iowa residents of areas with libraries participating in the State Library of Iowa's Open Access program, in accordance with the statewide Open Access agreement. Some services are limited.

Temporary Cards

Temporary cards are issued to persons who will be living in our service area for a limited time and to those living in temporary housing. Some services are limited.

Special Library Cards

- Institutional/Business Cards are issued to institutions and businesses within Orange City, contracted areas (Maurice), and Sioux County communities with Open Access agreement. Some services are limited.
- Classroom Cards are issued to teachers in the MOC/FV, Unity, OCCS school systems, as well as to daycare providers for use with their students.
- Student Cards are full access cards issued to students at Northwestern College if they are ineligible for status as a resident.
- Transitional Cards are full access cards issued to persons in transitional housing. (The State of Iowa's "Safe at Home" address may be used.)

International visitors who have not established a U.S. residence are not eligible to apply for a library card but are welcome to use the facilities during their visit.

Book Drop

A book drop is located on the outside of the building. It is available 24 hours a day, 7 days a week, for the return of library materials. Items returned to the library using the book drop will be checked in periodically during the hours of operation. Materials returned to the library after closing will be checked in on the library's next business day.

Interlibrary Loan

If the library does not have an item, a patron can request that it be borrowed via Inter-Library Loan. Due dates are set by the lending library. Interlibrary loan requests may be limited to five requests per week per valid cardholder. Open Access cardholders must request interlibrary loan services from their home library.

The library is authorized by the State Library of Iowa to charge a fee for each material requested. The current minimum fee is \$5.00. This fee is subject to change depending on USPS shipping rates for library mail.

Fees

Purpose

The Orange City Public Library offers several services that require the library to charge a fee. Fees enable the library to offer services that would not otherwise be possible. Fees reflect the cost of staff time and supplies. Fees for classes and events help defray costs providing opportunities otherwise inaccessible.

Fee Schedules

Replacement Library Card	\$3.00	Fax - send or receive	No charge
Inter-Library Loan (Out of State Fee)	\$5.00	Printing & Photocopies	\$0.10 /\$0.50 BW/Color
Nonresident Full Access Library Card Fee	\$70/year	Processing Fees	\$1.00 - \$3.00
Laminating sheet – small	\$0.50	CD/DVD cleaning	\$2.00
Laminating sheet – large	\$1.00		

Fines and Fees

The library has eliminated fines to encourage library membership and increase accessibility to library resources in underserved populations.

Accounts with fees over \$20 will be suspended until reconciled.

Overdue Materials

Materials kept past the due date are considered overdue. Although fines do not accrue, accounts with overdue materials may be suspended and replacement costs and processing fees may be applied.

Check out Periods

ITEM	CHECKOUT PERIOD	RENEWALS
Books	3 weeks	3
Audio CDs	3 weeks	3
DVD	1 week	3
DVD Series	2 weeks	3
Magazines	1 week	3
Kits	1 week	1
Games	1 week	1
Puzzles	2 weeks	1

Circulation Services Policy | History

Date	Action Taken
2002	Adopted
2004	Revised and Approved
2007	Revised and Approved
2012	Revised and Approved
November 2014	Revised and Approved
November 2015	Revised and Approved
June 2018	Revised and Approved
October 20, 2020	Revised and Approved
September 21, 2021	Revised and Approved
November 28, 2023	Revised and Approved
October 22, 2024	Revised and Approved
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January 27, 2026	Revised and Approved