



Circulation Policy

Updated April 22, 2026

PURPOSE:

The Harlan Community Library strives to provide the community efficient and equitable access to library materials and information.

SCOPE:

This policy applies to all people who check out materials from the Harlan Community Library.

POLICY:

Account Application:

Eligibility:

- Residents of Harlan and rural Shelby County are eligible for a library card account.
 - Only residents of Harlan, rural Shelby County and residents of contracting cities (Defiance, Earling, Kirkman, Panama, Portsmouth, Shelby, Tennant & Westphalia) are eligible to access the library's digital collection which is available through Bridges/Libby and Hoopla.
- Residents of the State of Iowa are eligible to register for a library card account through the State Library's Open Access System. Residents in cities who are not participating in Open Access can apply for a non-resident card.
- Residents of other states are eligible to register for a non-resident library card account, with the applicable fees. The fee for a non-resident card is \$20 which will be refunded to the patron after 90 days if the patron's account is in good standing.

To open a Library Card Account:

- Fill out a registration form and present proof of current address. Patrons age 18 or older must also present a valid photo ID. Acceptable forms of identification and proof of address include but are not limited to:
 - Photo ID:
 - Valid driver's license
 - State issued ID
 - Military issued ID
 - School ID
 - Passport

- Proof of Address:
 - Valid driver's license
 - Recent utility bill (last 30 days)
 - Current rental lease
 - Car registration
 - Mail received at the current address within the last 30 days.
- Library card accounts are valid for two (2) years.
- Library patrons can renew their library account for two (2) years by filling out a renewal form.
- Library cards may be renewed for one (1) year by verifying/updating their contact information over the phone.
- Library card accounts can only be set up with the individual present in the library
 - Those 14 and younger are required to have a guardian sign their application, agreeing to take financial responsibility.
- By setting up a library card account with the Harlan Community Library, an individual accepts full responsibility for the use and return of all materials borrowed on this account. The individual whose name appears on the account will be charged fees by the Harlan Community Library for any items that are lost or damaged during their use.
- The library operates under implied consent – the expectation that a customer in possession of another person's card has their consent to use it.
- The account holder is responsible for updating their contact information with the library.
- Patrons must return library materials, including all parts and packaging, in good condition. Please note: fees apply whether or not notification has been sent or received.
- Parents/guardians are responsible for guiding the selection of library materials by their children.

Circulation Period

- The library sets loan periods and limits provide patrons with fair and reasonable access to the library's resources.
- Items will not be due any day that the library is closed.
- Patrons with a fine of \$5.00 or more will not be able to check out any further materials.
- A maximum of 15 items can be checked out at a time except for the following:
 - Maximum of 4 DVDs can be checked out at a time.
 - Maximum of 4 New Books labeled as No Renewal can be checked out at a time.
- A patron must wait until the next business day before re-checking out an item that has exceeded the maximum circulation period.
- Library materials can be renewed:
 - By phone during regular library hours
 - By accessing your account on the library's online catalog
 - By email, the item will be renewed during regular library hours
 - In person, during regular library hours
- Any items on reserve will not be eligible for renewal.
- Exceptions to circulation policies may only be granted by the library director

Items with a 30-day circulation period:

- Puzzles (may be renewed)

Items with a 21-day circulation period:

- Books (may be renewed twice)
- Books less than 3 months old (no renewals)
- Magazines (may be renewed twice)
- Audiobooks (may be renewed twice)
- Music CDs (may be renewed twice)
- Activity Boxes (may be renewed twice)
- Steam Back Packs (no renewals)

Items with a 7-day circulation period:

- DVDs (may be renewed once)
- Internet Hotspots (See Internet Hotspot Policy for more information – no renewals)
- Equipment (no renewal)

Items that are in-library use only:

- Reference materials
- Newspapers
- Historical and genealogical items

Reserves:

- A reserve is a request that places a patron in a queue for a specific item from the library.
- To create a reserve, cardholders must be in good standing.
 - Patrons may make a reserve:
 - By phone
 - In person
 - Online, through the library's online catalog
- Patrons will be notified according to their account preference when a reserve becomes available.
- Reserves will be held for 7 days before being cancelled.

Interlibrary Loan:

- Interlibrary loan (ILL) is available to all patrons with an active library card whose account is in good standing.
- Patrons can request up to 5 items at any given time.
- Requests may be made in person, by phone or by email.
- Interlibrary loan requests will only be made to libraries in the continental US.
- There is no charge for items requested if the item can be found at another Iowa library.
- For items from libraries outside of Iowa, there will be a \$3.00 fee whether the patron picks up the item or not. This charge helps to cover the cost of postage. This charge must be paid when the item is checked out.
- Interlibrary loan item due dates are set by the loaning library, not by the Harlan Community Library. Items may or may not be available for renewal.
- Interlibrary loan items will be assessed a \$.15 late fee per day.
- If a patron fails to return Interlibrary loan items by the due date, they may be blocked from borrowing Interlibrary loan items for the following 6 months.
- Fines or fees due for any ILL will be the responsibility of the borrowing patron.

Fines and Fees:

- Overdue Items
 - The library charges \$.15 per day late fee for books, audiobooks, CDs, DVDs, activity boxes and magazines.

- The library charges \$1.00 per day late fee for STEAM Back Packs & Equipment.
- The library charges \$5.00 per day late fee on Internet Hotpots.
- No late fees are charged on puzzles once they are returned.
- Overdue fees will not exceed the “retail” cost of replacing the item.
- Patrons who are signed up for electronic notifications are notified by email or text when an item is due/overdue.
- Patrons who have items excessively overdue will receive a phone call.
- Exceptions to this policy may be granted by the library director.
- Fine Forgiveness Fridays - All items, with the exception of STEAM Backs, Internet Hotspots, Interlibrary Loan Items & Equipment, qualify for Fine Forgiveness Fridays. All fines will be removed from eligible items that are returned. This applies to items that are in the drop box at 9:00am on Friday morning or returned during business hours on Friday.
- Missing Items
 - The cost of these items is dependent upon whether the part is replaceable or the whole item needs to be replaced. *See Appendix A*
- Damaged Items
 - Normal wear and tear on library materials is expected; in those instances, no fee will be assessed.
- Lost Items
 - An item is declared “lost” once it reaches 6 months overdue.
 - Patrons will be charged the “retail” replacement cost of an item.
 - If a patron finds an item after they have paid the “Lost” item fee, the patron may keep the item or donate it back to the library. No refunds will be issued.

Appendix A

| MISSING PIECES CHARGES | | |
|--|------------------|------------------------------|
| Description | Charge | |
| All reparable damage | \$2.00 | |
| Replaceable part from a set (Audiobook, DVD, CD, Misc. Items) | Cost of item | |
| Irreplaceable parts from sets | Cost of item/set | |
| Materials and Equipment | Cost of item | |
| | | |
| LIBRARY CHARGES & FEES | | |
| Description | Charge | |
| Late fee for books, audiobooks, CDs, DVDs, activity boxes and magazines. | \$.15 | a day |
| Late fee for Steam Back Packs, Equipment Items | \$1.00 | a day |
| Black and White Printouts & Photocopies (Letter & Legal) | \$.10 | Each (2 sided counts as 2) |
| Colored Printouts & Photocopies (Letter & Legal) | \$.50 | Each (2 sided counts as 2) |
| Black and White Ledger Copies | \$.20 | Each |
| Colored Ledger Copies | \$1.00 | Each |
| Laminating (Letter size) | \$1.00 | Each |
| Interlibrary Loan Fee | \$3.00 | Per book if not via IAShares |
| Faxing – sending & receiving | \$1.00 | Per page |
| Scanning | \$1.00 | Per page |
| USB – 4 GB | \$5.00 | Each |
| DVD/CD Scratch Repair | \$2.00 | Per Disc |
| Envelope | \$.50 | Each |
| Plain Sheet of 8 1/2 x 11 Sheet of Paper | \$.05 | Each |
| Cardstock | \$.25 | Per page |
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