

Library Card Registration Policy

- Library cards are issued free to residents of Iowa. The Lied Public Library participates in the State of Iowa Open Access Program.
- When coming to the Lied Public Library to apply for a card you must bring identification with your current address on it. For example, a driver's license, utility bill, or checkbook, etc. Children who have not reached 14 years of age must have a parent or guardian sign their application card.
- A Digital Access Only Card may be requested online and only allows access to the library's online digital collection (no physical borrowing of items). After 60 days you must visit the library to renew your card and provide identification with your current address on it. Digital Access Cards will only be issued to those living, working, or attending school in Page County, Iowa.
- Library cards are issued for 1 year. Upon expiration, a new card will not be issued but registration information will be verified.
- Out-of-state residents will be charged a fee per year for a library card.
- Temporary residents will be issued a temporary library card allowing them to borrow two items at a time. A fee per month will be charged for the temporary card.
- If a card is lost or damaged a replacement fee will be charged.
- The library patron is required to provide proof of a library account when checking out library materials.
- The first checkout is limited to 2 items with a new card.
 - Following checkouts have a limit of 20 total items
 - Books are checked out for 2 weeks
 - Videos are limited to a maximum of 5 checked out at one time and are checked out for 1 week
 - Board Games are limited to a maximum of 5 checked out at one time and are checked out for 1 week
 - Equipment is limited to a maximum of 5 checked out at one time and is generally checked out for 1 week
 - Some equipment and Hotspots require the borrower to be at least 18 years of age
 - Graphic Novels are limited to a maximum of 5 checked out at one time
 - Children's Books and CDs are limited to a maximum of 5 checked out one time
 - Activity Kits & Hotspots are limited to 1 checkout per household at the time of each item
 - Most items have a limit of 2 renewals if there are no reserves on the item(s) and the account is in "good standing"
- Once the maximum fine is reached on a patron card, borrowing privileges and computer usage will be suspended until payment is made.

Parent/Guardian accounts will be suspended if their children's account(s) are not in "good standing."

- **Items kept more than 3 months (90 days) past the due date will be considered LOST and MUST be paid for. They cannot be returned.**
- **It is strongly recommended that you not lend your card to others. The person to whom the card is issued is responsible for all fees, fines, and materials checked out to that card.**

Lied Public Library Policy
Section: Access, Services, and Programs

Board
Approved: 03/2006
Reviewed:
Revised: 09/2023

- The Library offers Mobile Internet (WiFi) Hotspots to borrow from the library.
 - Loaned for 14 days with up to 2 renewals
 - Limited to 1 device per household
 - Held/Reserved for 2 days
 - Device will automatically be turned off 24 hours after the due date, once turned off a \$5.00 fee is assessed to the account. The fee must be paid in full before another device can be borrowed or reserved. Repeated turn-offs may result in the suspension of hotspot borrowing privileges.
 - A Quick-Use Hotspot is available on a first-come basis and loans for 3 days with no renewals. A household must wait 24 hours before borrowing a Quick-Use Hotspot again.
- Mobile hotspot service is provided by U.S. Cellular. Internet service relies on cell tower technology and coverage. Service outside the continental United States is prohibited; any fees associated with use outside of this area will be the responsibility of the borrower. User experience can vary based on location. The Library is not responsible for personal information shared over the internet or for information or websites accessed. The Library is not responsible for any liability, damages, or expense resulting from the use of the hotspot.
- Some equipment is limited to those 18+ years of age, including Hotspots.
- Those using library equipment should comply with all copyrights, rights, and other information regarding the use, display, and public viewing of equipment and materials.
- The equipment may only be checked out if not in use or scheduled to be in use by Library staff, as the library's activities take precedence over all other requests.
- By borrowing and initiating use of the Library's hotspot or any equipment, the user agrees to abide by the Library's policies and rules and agrees to hold the Library and its agents harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the Library's hotspot and internet access provided by the Library. Deliberate altering of any files or modifying the configuration of Library-owned equipment is strictly prohibited.
- Users also agree to abide by the library's Computer & Internet Policies.

- Any library material lost, not returned, or damaged shall be paid for at the market price plus \$5.00 for processing by the borrower on whose card it is checked out. Borrowing privileges will be suspended until the library material is paid for/ or returned. Material is not considered returned until all pieces/equipment are returned in working condition. Borrowers are required to notify staff immediately of any issues or problems with items borrowed.

- Any person maliciously injuring or defacing the library building or fixtures, or destroying, carrying away, or injuring property, chattels, books, or cards belonging to the library shall be prosecuted under the law for malicious trespassing and may lose all library privileges.
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- **Due to contractual obligations and cost, certain services, such as BRIDGES and HOOPLA, are limited to only residents and property owners within the City of Clarinda, rural Page County, and contracting entities**
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- Users are asked NOT to return Boardgames, Equipment, Hotspots, and Kits in the Outdoor Book drop.
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- **Library cards also include access to the library's computers and internet.**