

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 a checkbook, etc. Children who have not reached 14 years of age must have a parent or guardian sign their application card.
- 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 checked out for 1 week
 - Videos are limited to a maximum of 5 checked out at one time
 - Graphic Novels are limited to maximum of 5 checked out at one time
 - Children's Book and Cassettes are limited to maximum of 5 checked out one time
 - Activity Kits are limited to 1 checkout per family at a time
 - All items have a limit of 2 renewals as long as there are no reserves on the item(s) and the account is in "good standing"
- Fines are charged for all overdue materials per day per item. Once the maximum fine is reached on a patron card, borrowing privileges and computer usage will be suspended until a payment is made. **Parent/Guardian accounts will be suspended if their children's account(s) are not in "good standing."**
- 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.
- **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.**
- Any person maliciously injuring or defacing the library building or fixtures, or destroying, carrying away or injuring property, chattels, books or card belonging to the library shall be prosecuted under the law for malicious trespassing and may lose all library privileges.
- **Due to contractual obligations, certain services, such as BRIDGES, are limited to only residents within the City of Clarinda, rural Page County, and contracting entities**
- **Library cards also include access to the library's computers and internet.**