

Burlington Public Library

Borrowers Policy

The Burlington Public Library is a tax-supported service for the residents of the City of Burlington, Iowa. The purpose of this policy is to outline eligibility for a borrower card and responsibilities of its use.

Residents

Borrower cards will be issued to registrants who present current identification and proof of residence in the stated service area of the city of Burlington or contracting entities (see Contracting with other Governmental Bodies policy). Non-residents who wish to obtain a borrower card and who own real estate in Burlington or a contracting governmental entity must present a current property tax receipt in addition to current identification at the time of registration.

Minors

A signature of parent/guardian is required for those individuals under the age of eighteen (18) in compliance with the Code of Iowa (613.16).

Open Access

Iowa residents who reside in communities that are part of the State Open Access Program may obtain borrowing privileges at the Burlington Public Library. These individuals must also present current identification and proof of residence. Open Access borrowers must make requests for interlibrary loan, purchase of items, or placing holds on items at their home libraries.

Under the provision of the Open Access Program, students enrolled in any college or university in Iowa may obtain borrowing privileges for the duration of the school term by presenting identification and a verification of fees paid for the current term at the time of registration.

In accordance with the standards of the State Library of Iowa, Iowa residents cannot obtain a borrower card from the Burlington Public Library for a fee.

Non-Iowa residents

Non-Iowa residents who do not own real estate in Burlington or a contracting governmental entity may pay an annual fee set by action of the Library Board of Trustees to obtain a borrower card. A valid form of identification and proof of address must be presented at the time of registration in addition to the payment of the non-resident fee.

Temporary residents

A person temporarily residing in Burlington may be issued a temporary library card that allows checkout of up to two items at a time. A valid form of identification and proof of local residence must be presented at the time of registration in addition to an alternative address.

Businesses/Organizations

Businesses and organizations within Burlington or contracting entities may register for a library card. A responsible party must be named and additional people may be authorized to use the card. A business card or other proof of affiliation to the business/institution must be shown at registration.

Classroom Digital Users

Schools within Burlington or contracting entities may register for digital user library cards to be used solely in the classroom.

New Borrower

New card holders can borrow up to two items on their account at a time for the first month. If there are no fines or overdue items on the account after one month, the account will be renewed at full borrowing privileges.

Self-registration

Individuals who register online must present, in person, a valid form of identification and proof of residence to obtain a card within a month.

Borrower Responsibilities

Borrowers are responsible for bringing their card to check out materials. As a special service to customers, material may be checked out without a card if the borrower has a current account, provides identification and pin number or other account information, fills out a checkout without card form, and pays a \$.50 fee at the time of check out.

Borrowers are responsible for returning items borrowed from the Burlington Public Library within the loan period and in the same condition in which they were borrowed. Late charges and/or replacement charges for lost or damaged items (including processing fees) will be assessed if these requirements are not met. A table of loan periods, renewal limits and late charges and fees can be obtained upon request and is posted in the library and on the library's website.

Borrowers are responsible for all fees and late charges on the account in their name. Under Iowa law (Iowa Code 613.16), parents are responsible for the costs of items damaged or lost by minor children. Borrowers are encouraged to make a thorough search for lost materials as no refunds will be issued once the items are declared lost and paid.

Iowa Code 714.5 states that concealing library materials or keeping materials past the due date by two months or more is material evidence of intent to deprive. Iowa Code 808.12 allows library staff to detain and search a person believed to be concealing library materials.

When the maximum fee limit is reached, as defined in the Loan and Fee Schedule, check out of materials is not allowed until the fine is paid to below the limit. Accounts with unpaid fees dating over one year will not be renewed at the annual renewal until all of those old fees are paid.

Borrowers are responsible for reporting lost or stolen cards promptly. Borrowers are responsible for materials checked out on lost or stolen cards prior to notification to the library of the card's loss.

Card holders will be encouraged to obtain and use their cards individually and not to loan their cards to others in order to maintain patron privacy and to protect the card holder from fines and fees incurred by others using the card. The library interprets possession of a card as consent to use it unless it is reported lost or stolen, or there is reason to believe consent was not given.

Accounts expire regularly to confirm address and other contact information.

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