

## Denver Public Library Circulation Policy

### Library Cards:

- All Denver City, Bremer County, and Open Access library patrons in Iowa are eligible for a Denver Public Library card free of charge.
- A library card in good standing is required in order to borrow materials from the Denver Public Library.
- Patrons must renew their library cards each year and provide current contact information
- Patrons under 14 years of age must have a parent or guardian with them when applying for a library card.
- As a Denver Public Library cardholder, the patron agrees to follow the terms of library's circulation policy, return borrowed items on time, and be responsible for any fines or fees on their account.

### Material Checkout Periods:

All materials can be checked out for 2 week periods with no limit, with the following exceptions:

#### DVDs/Blue Rays

- 7 days  
Total limit per card holder – 3
- **Video Games**  
7 days – limit 1 per card holder
- **New Magazines (in plastic covers)**  
1 day – limit 3 per card holder
- **Puppets**  
Limit 3 puppets for 2 week checkout
- **Art Work**  
2 months – limit 3 per card holder
- **Interlibrary Loan Items**  
Determined by Lending Library

**Renewals:**

- All items can be renewed in person, over the telephone, or online unless the material is on reserve for another person.
- Library staff reserves the right to refuse renewal for items checked out longer than 1 month.

**Fines:**

- Fines for overdue audio visual materials (DVDs, Blue-rays, Video Games, T.V. series) will be \$1.00 per day overdue with no grace period.
- Fines on all other materials will be .05 per day overdue, with a 7 day grace period.
- Patrons with outstanding fines on their account, totaling \$5.00 or more cannot check out movies or video games, and will be restricted on the number of other items they can check out until all or some of fine is paid.
- Accrual of overdue fines is limited to \$10.00 per account.
- Borrower is responsible for the cost of any lost or damaged material.

**Computer Usage:**

- Patrons must have a Denver Public Library card in good standing to check out a computer
- Visitors may use the computers on a one time basis as a guest
- Library staff reserves the right to limit or deny computer checkout to patrons with seriously overdue materials or accumulated unpaid fines on their accounts.

**Extended Loan Periods:**

Materials that can be renewed can be checked out for an extended loan period under certain circumstances such as vacations, classroom usage, or special programs, with the approval of the librarian on duty.

Approved by The Board of Trustees

Date: 3-12-18

REVIEWED AMD APPROVED: 1-9-2023