

Become a Library Patron

Residents of the State of Iowa may register for an account at the Carlisle Public Library at no cost if they live in a town that participates in Iowa's Open Access Program. Other individuals may obtain a Library account for an annual fee. All individuals must provide a valid, state issued photo ID or Driver's License to obtain a card. Parents/Guardians will have to sign for children who are too young to have a license. There is a \$1.00 charge to replace a lost library card.

Check-Out Guidelines

- A person with a library card in good standing may borrow up to 35 items, except for first-time library users. First-time check-outs are limited to two items per account.
- Of the items checked out, up to 5 may be audio materials, and up to 3 may be DVDs per account.
- Circulating print and audio materials may be checked out for 3 weeks. DVDs may be checked out for one week. Items may be renewed up to two times as long as there is not another patron waiting for them.
- Iowa Reference materials are not available for circulation.
- Other Reference materials may be allowed overnight check out to a patron with an account in good standing at the discretion of library staff.
- A person may not borrow library materials using another's library account unless the other account owner has made arrangements with library staff to do so.
- The library adheres to the American Library Association's *Library Bill of Rights*. Therefore, the library cannot withhold materials from any patron regardless of origin, age, background or views. It is the parents' or guardians' responsibility to monitor their children's use of the library.

Items On Hold

A person may reserve an item that is checked out to someone else by placing that item on hold, as long as the person's account is in good standing.

Overdue, Lost & Damaged Materials

- Patrons shall be notified when items are one week overdue.
- There are no late fees for overdue items; however, items more than 3 weeks overdue will be given a lost status; the patron will be notified and billed.
- The amount of the bill for a lost or damaged item will be the cost of the item plus a \$3.00 processing fee. The fee and bill may be waived if a patron can return the lost item in good condition.

Suspension of Library Privileges

If a patron accumulates more than \$12.99 in fines, borrowing privileges and the use of library computers will be suspended until the amount is reduced below \$12.99.