



Borrowers Policy

Fairfield Public Library (FPL) is a tax-supported institution for residents of its service area—The City of Fairfield, unincorporated Jefferson County, and the contracting towns of Libertyville, Lockridge, Packwood, Pleasant Plain, and Maharishi Vedic City. This policy outlines eligibility for a library card and responsibilities for its use.

New Borrowers

New cardholders can borrow up to three items on their account at a time for the first month. To obtain full borrowing privileges, the cardholder must maintain the account free of fines or overdue charges for a full month.

Residents

Library cards are issued to applicants who present proof of residence in the FPL service area, along with a current photo ID. Non-residents who own real estate in the service area and wish to obtain a library card must present a current property tax receipt and a current photo ID.

Minors

A signature of a parent or legal guardian is required for cardholders under the age of eighteen; see Iowa Code 613.16. An adult whose library account is not in good standing is ineligible to sign for a minor.

Open Access

Iowa residents who reside in communities that participate in the State's Open Access Program may obtain borrowing privileges at FPL. They must present current photo ID and proof of residence. Open Access borrowers are encouraged to use BRIDGES consortium e-resources and Interlibrary Loan services through 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 current photo ID and a verification of fees paid for the current term at the time of application. In accordance with the standards of the State Library of Iowa, Iowa residents cannot obtain a borrower card from FPL for a fee.

Temporary cards

A person temporarily residing in the FPL service area may apply for a temporary card that allows checkout of three items at a time. Permanent and temporary addresses must be presented at the time of application, along with current photo ID and a refundable \$20.00 cash deposit. Temporary cardholders are responsible for returning all materials and reclaiming their \$20.00 deposits before leaving the FPL service area. Unclaimed cash deposits are forfeited when an account remains expired for a year.

Confidentiality

Iowa Code protects patron privacy, regardless of age. While a parent or legal guardian assumes financial responsibility for materials borrowed on a child's account, employees are not permitted to disclose titles to that adult. Parents or legal guardians who wish to monitor what their children borrow may use their own accounts to check out materials for their children.

It is your responsibility to ...

Keep your library card secure

Library cards are not transferable and should be given the same protection as a credit card. You are financially responsible for items checked out to your account. To ensure privacy and to protect yourself from fees incurred by others, safeguard the card for your personal use only.

Report a lost or stolen card

Prior to notifying the library about loss or theft, you are responsible for any materials that are checked out on your card. When you notify FPL that your card is lost, an employee will block your account to prevent further usage until you purchase a new card (bearing a different barcode number) for \$2.00.

Update your contact information

Report changes to your name, address, email, or phone number promptly so library notices reach you in a timely manner.

Bring your library card to check out materials

To accommodate patrons, FPL employees will check out materials without a card if the account balance is below \$5.00, the status is active, and a current photo ID is presented.

Return borrowed items by the due date, in the same condition

Late charges, replacement charges, etc. are assessed when these requirements are not met. See the Loan and Fee Schedule for details. The schedule is available upon request, posted at the library's front desk and on our website.

Pay fees and late charges posted to your account

When an account balance is \$5.00 or higher, borrowing privileges are blocked until the balance is below \$5.00. At the time of annual renewal, any account balance must be paid in full.

Comply with Iowa law

Iowa Code 613.16: Parents or legal guardians are financially responsible for items that are lost or damaged by minors.

Iowa Code 714.5: Concealing library materials or keeping them for two months or more past the due date is material evidence of intent to deprive.

Iowa Code 808.12: Library employees are permitted to detain and search a person (including purses, backpacks, jackets, etc.) believed to be concealing library materials.

Iowa Code 22.7 and 22.7:13: The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information: The records of a library, which by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library.