

Cedar Falls Public Library

CIRCULATION POLICY

To check out materials, reserve items, or access your account, you must have your library card, photo ID, or account number.

- Checkout period for library materials is based on days of operation.
- Materials may be renewed in person, over the telephone, or online unless the material is reserved for another person.
- Materials can be reserved in person, over the telephone, or online. Reserved items will be held for the patron for 7 days.
- Reserved items can only be checked out to the card number it was reserved under.

In-house use Chromebooks are to be used in the library only. They cannot be removed from the library building.

In-house use Chromebooks are due when the library closes and are not renewable.

The Library's Public Access Computer Policy applies to all Chromebook usage.

FINES AND FEES

The borrower is responsible for lost or damaged material. Fees for damaged materials are determined by the department head.

The library charges overdue fines only for high-demand, non-traditional materials as follows:

GoPro Cameras: \$5 per day

Hotspots: \$5 per day

Chromebooks: \$5 per day

In-house use Chromebooks: \$25 per day

Musical Instruments: \$5 per day

Button-makers: \$5 per day

Historical Doll Kits: \$5 per day

DVD Player: \$5 per day

EXTENDED LOANS

Non-express materials can be checked out for an extended loan period approved at the service desks under certain circumstances, such as vacations or special programs.

Extended loan periods are also available for materials checked out on Educator Cards, Institutional cards, or for homebound patrons.

A complete list of Collaborative Laboratory (Co-Lab) fees is available on the Co-Lab web page and at the reference desk. Prices for consumables for the Library of Things are listed on the Library of Things webpage.

LIBRARY CARDS

Cedar Falls Public Library cards will be issued to applicants who provide proof of identification and current Iowa address. An email or phone number is required.

Children below the 7th grade or the age of 13 must have a parent's or legal guardian's signature to obtain a library card.

Cedar Falls Public Library will issue library cards in compliance with Open Access rules for statewide reciprocal borrowing.

LIBRARY LITE CARD

A Library Lite card may be issued to applicants who provide proof of identity but who do not have proof of their current address or who do not live in Iowa. With a Library Lite card, patrons may check out five items at a time and place up to five items on hold at a time. A Library Lite card is valid for three months or until the patron brings in proof of address. Cards may be renewed up to a year from date of issue. Library Lite cardholders may check out all item types except Binge boxes, video games, items from the Library of Things collection, board games, and Launchpads. Library Lite cardholders are not eligible for Interlibrary Loan requests or Co-Lab reservations.

INTERLIBRARY LOAN

Interlibrary Loan is a service offered by the Cedar Falls Public Library to its card holders in which requested items are borrowed from other libraries.

A fee of \$2 will be charged if the item is not picked up.

The Cedar Falls Public Library cannot guarantee that all interlibrary loan requests will be filled.

Addendum to Circulation Policy approved 04/07/2010; Revised: 07/02/2014, 02/06/2019, 12/04/2019

Previously revised: 04/06/2011, 01/04/2012, 04/04/2012, 08/01/2012, 06/05/2013, 11/05/2014, 05/06/2015

Approved as amended 10/5/22, 04/01/26