

Circulation Policies

I. Service Area

The services of the Leon Public Library will be available free of charge to all patrons of Leon, surrounding communities, and rural areas of Decatur County. The library also takes part in the Iowa Library Service's Open Access Program through which it will serve patrons living outside of the county.

II. Denial of Service

The use of the library or the services may be denied for due cause. Such causes may be failure to return materials or pay penalties, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises. Services will not be denied or abridged because of religious, racial, social, economic, or political status, or for any cause which would result in noncompliance with the Americans with Disabilities Act.

III. Circulation Policy

A. Registration File

A registration file will be maintained. Borrowers will complete a signature card. Suitable identification such as an Iowa Driver's license, sent receipt, or an envelope addressed to the patron or any other document showing the person's current mailing address should be presented. Two pieces of identification are requested. Special circumstances can be accommodated if residence can be established. The library staff reserves the right to refuse service to those without sufficient identification.

B. Loan Periods

2 weeks-Books, magazines, books on tape, newspapers, puppets, puzzles, pamphlets.

3 days-Videos and reference materials (during the school year). No renewals.

Educators-May check out materials for the length of their project with permission from the librarian.

Renewals-Materials may be renewed for an additional 2 weeks:

-up to 3 times.

-if no one is on a waiting list for the material.

C. Loan Limitations

Videos-four per patron or household.

Encyclopedias-checked out for 3 days.

Children may have only eight items total out at one time unless special arrangements are made.

First-time borrowers are allowed only four items for the first 2 weeks after registration.

D. Non-circulating Materials

Ringgold-Decatur County Biographical and Historical Record, Code of Iowa, City Code of Leon, cemetery books, atlases in adult section, genealogy materials, centennial books, school annuals, microfilm and computer software.

IV. Interlibrary Loan

The Leon Public Library cannot have a totally comprehensive collection. It will be

necessary to borrow, through interlibrary loan, those materials not of general interest to the community. Interlibrary loan is through the State of Iowa Libraries Online (SILO).

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