

**Adopted December 12, 2017**  
**Revised December 15, 2020**

## **NEW VIRGINIA PUBLIC LIBRARY Circulation Policy**

### **Circulation Services**

All New Virginia residents, rural residents from the surrounding area, and patrons from Open Access libraries in Iowa are eligible for a New Virginia Public Library card free of charge. The age requirement for a library card is 8 years old. Any child between the ages of 8-18 must have parental consent to receive a library card. The registration form will include: name; mailing address; home phone number; work phone number if applicable; and signature. As a New Virginia Public Library patron, a person agrees to return all items checked out in his/her name. Responsibility for returns and fines/fees is with the cardholder.

### **Loan Periods**

All items may be checked out for a period of twenty-one (21) days with the exception of new videos and DVDs. One week is allowed for this genre.

### **Interlibrary Loan**

Patrons may request Interlibrary Loans through any staff member. There is no charge for this service. Patrons are responsible for picking up interlibrary loan items in a timely manner and to return them in good repair and on time.

### **Reference Service**

In order to meet the needs of the patrons, assistance will be given in searching for information, and all patrons will be treated with courtesy, respect, strict confidentiality and no censorship. Students will be given instruction in the use of the library tools rather than the provision of "answers." Genealogy material is available for patrons use, and the librarian will assist patrons in locating material whenever possible. Legal and medical advice cannot be offered

### **Library Services**

The public is allowed to make copies using the Library's copier for 25 cents a copy per each black and white copy and 50 cents per each color copy. Patrons may check with the librarian for special arrangements for large numbers of copies.

There are two computers available for public use all of which have Internet access. Pages may be printed from the Internet for 25 cents a page for black and white and 50 cents for color. Up to five pages are free of charge if used for homework assignments.

### **Library Programs**

The Library conducts a year-around Story Time on Wednesday mornings at 10 a.m. The summer reading program is conducted starting in June and ending at the discretion of the Library Director. Various adult programs and other children's programs are planned and conducted through out the year.