

Loan and Billing

Waverly Public Library

1500 West Bremer Avenue

Waverly, IA 50677

319-352-1223

waverly@waverly.lib.ia.us

<http://city.waverlyia.com/library.asp>

Waverly Public Library Loan and Billing Policy

Loan of Library Materials

There are no charges or fees for borrowing library materials, provided the materials are returned to the library by the due date.

Renewing Library Materials

Extending the loan period for library materials may be possible by contacting the library or by logging on to the Internet at

<http://catalog.waverly.lib.ia.us/>.

The renewal of materials obtained through interlibrary loan may involve charges.

Overdue Library Materials

Library materials kept beyond the due date will result in charges.

Lost or Damaged Library Materials

Waverly Public Library shall bill, for library materials lost, damaged, or not returned.

Bills may include charges for replacement of the item, accrued overdue fines, and an administrative charge for billing and re-processing the replacement item.

Library staff will establish charges for overdue materials, lost or damaged materials, and charges related to interlibrary loan.

Approved by Board 10-25-94

Revised from Overdue and Billing to Loan and Billing, 10-31-2000pc

Reviewed. No change. 10 26 2004pc

Revised and approved 2-12-08 sm-r

Loan and Bill

Interlibrary Loan Procedures

For materials requested for Waverly Public Library patrons from other libraries:

- Overdue charges begin with \$1 for the first day overdue and continue at 25 cents per day.
- A failure to use charge will be assessed in the amount of \$5 for each item ordered, received, and not picked up.
- Only three items should be requested at one time for a patron.
- There is a \$1 charge for requesting an extension of the loan period whether the owning library agrees to the extension or not.

For **Interlibrary Loan** materials requested **from** Waverly Public Library:

- There are no overdue charges for other libraries. There are charges for damaged or lost items.
- Libraries will receive overdue notices and bills, except the one week notice since transit often takes one week or more.
- Service to a library may be suspended if that library has an overdue item for which it has been billed. Return of the item or payment of the bill shall reinstate the service to that library.
- Borrowing libraries may renew an item through the Internet (<http://catalog.waverly.lib.ia.us/>).

**PROCEDURE FOR LIBRARY MATERIALS LONG OVERDUE
To begin January 1, 2007**

1. First overdue notice mailed at 1 week.
Sent via US mail (or email)
2. Second overdue notice mailed at 30 days.
Sent via US mail:
"You have 30 days to return the library materials before your account will be billed for replacement costs and late fees."
3. Final bill mailed at 60 days.
 - Sent via US mail: The patron's account is billed for replacement charges and late fees, and the account is blocked.
 - If bill is over \$100, notice is sent via US mail as a certified letter:
"Your current bill is \$_____. If library materials are not returned within 10 days, this matter may be turned over to the Waverly Police Department for follow-up, pursuant to Iowa Code chapter 714.5."
 - If certified letter cannot be delivered, staff will attempt to notify the patron by phone before police are involved.
 - Staff will use discretion when dealing with school class children, etc. If library materials are returned, replacement charges may be waived.
4. **At 90 days, all bills over \$100 involving unreturned items** may be turned over to the Waverly Police Department who will follow-up with a phone call/letter allowing another 10 days. Police will work with the person to resolve the issue.
5. If the police do not get results, the WPD may file a complaint with Bremer County, and if the person doesn't appear in court, the judge may issue a warrant.

Iowa Code 2007

714.5 LIBRARY MATERIALS AND EQUIPMENT -- UNPURCHASED MERCHANDISE -- EVIDENCE OF INTENTION.

The fact that a person has concealed library materials or equipment as defined in section 702.22 or unpurchased property of a store or other mercantile establishment, either on the premises or outside the premises, is material evidence of intent to deprive the owner, and the finding of library materials or equipment or unpurchased property concealed upon the person or among the belongings of the person, is material evidence of intent to deprive and, if the person conceals or causes to be concealed library materials or equipment or unpurchased property, upon the person or among the belongings of another, the finding of the concealed materials, equipment or property is also material evidence of intent to deprive on the part of the person concealing the library materials, equipment or goods.

The fact that a person fails to return library materials for two months or more after the date the person agreed to return the library materials, or fails to return library equipment for one month or more after the date the person agreed to return the library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment. Notices stating the provisions of this section and of section 808.12 with regard to library materials or equipment shall be posted in clear public view in all public libraries, in all libraries of educational, historical or charitable institutions, organizations or societies, in all museums and in all repositories of public records.

After the expiration of three days following the due date, the owner of borrowed library equipment may request the assistance of a dispute resolution center, mediation center or appropriate law enforcement agency in recovering the equipment from the borrower. The owner of library equipment may require deposits by borrowers and in the case of late returns the owner may impose graduated penalties of up to twenty-five percent of the value of the equipment, based upon the lateness of the return. In the case of lost library materials or equipment, arrangements may be made to make a monetary settlement.

[C62, 66, 71, 73, 75, 77, § 709.21; C79, 81, § 714.5]
85 Acts, ch 187, §2; 87 Acts, ch 56, §1
Referred to in § 808.12