

Graettinger Public Library Circulation Policy

Check-Out Periods and Limits

A person with a Graettinger Public Library account in good standing may check out library materials.

The check-out period for library materials is calculated on calendar days.

- Books and books on CD: 3-week check-out with 3-week renewal
- Magazines and DVDs: 3-week check-out with 1-week renewal

Patrons are expected to return or renew items on or before their due date. Materials may be renewed more than once unless the items are reserved for another person. Renewals may be done in person, over the telephone or by email.

Items checked out are limited to 10 per patron unless previous permission has been granted by the Library Director.

New patrons will be allowed a trial membership for 3 months. During this trial period the patron will be allowed to check out up to 2 items at a time, If the patron returns the items on time and undamaged during the trial period they will be allowed to check out up to 10 items at a time.

At staff discretion, limits may apply to seasonal materials or patrons who have difficulty returning items on time.

Reserving Materials

All materials may be reserved in person, by email, or over the telephone. Items that are reserved in-house will be held for the patron for three (3) days.

Inter-Library Loans

The Graettinger Public Library participates in the inter-library loan program with the State Library of Iowa. Items borrowed through this program will be held for one (1) week for patron pick up. Check-out periods for these items will be determined by the lending library.

Lost or Damaged Items

Borrowers must pay to replace items that are lost or damaged. The replacement value of the item will be determined by the library director based on the age and condition of the material.

Payments are considered final. No refunds will be given if the item is later found. The Graettinger Public Library will pursue all legal avenues to retrieve library materials that are lost, stolen, or damaged.

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