

Newell Public Library

## Access, Services, and Circulation Policy

### 1. Open Hours

Monday	1PM to 7PM
Tuesday	10AM to 12PM and 1PM to 5PM
Wednesday	1PM to 5PM
Thursday	10AM to 12PM and 1PM to 5PM
Friday	1PM to 5PM
Saturday	9AM to 3PM

### 2. Holiday Closings

New Year's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Weekend  
Christmas Eve  
Christmas Day  
New Year's Eve

### 3. Reference Services

The Newell Public Library staff is available to offer its patrons reference services when possible. Regional and State reference services are also available at request. The Library's entry bulletin will have resources for patron use.

### 4. Open Access and Access Plus

The Newell Public Library participates in the statewide borrowing program called Open Access. This program allows patrons from other participating libraries to check out materials from the Newell Public Library and allows our patrons to directly check out materials from other participating libraries. Access Plus is a program designed to allow materials from the Newell Public Library to be loaned out to other participating libraries.

Out of County non-Open Access residents must pay: \$25 per year.

Out of State patrons must pay: \$35 per year.

### 5. Borrower Eligibility

Library patron accounts can be created by any person above the age of 8. If patrons are under the age of 8, they will need a parental or family account to check items out. To register for an account, a form will be issued to fill out with basic contact information, it is required to have a current address and phone number listed under the account.

A library account must be created in order to check out any items from the library, this includes interlibrary loan and open access.

Library accounts are active for a two year period and expire at the end of every odd year. (For example: January 1, 2026 to December 31, 2027.) To renew a card, patrons must verify that their address and contact information are up to date. If a library account is inactive for 3 years, it will be removed from the library system.

**There is no restriction in content to cardholders of any age.** The library staff does not act in place of a caregiver. Parents who authorize the registration of their minor children assume complete responsibility for any/all items and/or charges associated with their child's account.

**6. Loan Periods, Limits, & Renewals**

All loan periods are listed below for each item. All items are allowed at least one or more renewals unless the item is new or reserved by another patron. See #10 for more information on reservations.

As of January 19, 2026: DVD check out periods will be set to two weeks for a trial period. This may change at any time.

**Regular Account**

<b>Item</b>	<b>Checkout Period</b>	<b>Checkout Limit</b>	<b>Renewal Limit</b>
Books	2 weeks	10	2
DVDs	2 weeks	2	1
DVD TV Series	2 weeks	2	1
Audio Books	2 weeks	2	2
Yearbooks	5 days	1	0
Baking Items	5 days	3	0
Tools	5 days	3	0
Puzzles	2 weeks	2	1
Games & Flash Cards	2 weeks	2	1
Technology	5 days	1	1
Miscellaneous	5 days	1	1

### Family Accounts

Item	Checkout Period	Checkout Limit	Renewal Limit
Books	2 weeks	15	2
DVDs	5 days	5	1
DVD TV Series	10 days	5	1
Audio Books	2 weeks	5	2
Yearbooks	5 days	2	0
Baking Items	5 days	3	0
Tools	5 days	3	0
Puzzles	2 weeks	4	1
Games/Flash Cards	2 weeks	4	1
Technology	5 days	2	1
Miscellaneous	5 days	2	1

#### 7. Overdue Items & Notices

Patrons are responsible for returning materials by closing time on the due date. If not returned, fines are disbursed for each item checked out. **Fines for an overdue item is 5 cents per day. DVDs are \$1.00 per day per DVD.**

Library staff will check each account monthly to assess any fines accrued. An email, phone call or text message will be sent out as a reminder to pay.

If the fine is over \$10, the library account will be restricted until payment or returns are made.

Fine amnesty programs are available upon request. See #13 for more information.

## **8. Lost or Damaged Items**

Each person is responsible for lost or damaged materials checked out on their card. They will be assessed a fee for the cost of replacement or repair for the item, this is at the discretion of the Library Director.

Library staff will check each account at the **end of each month** to assess any fines accrued. An email, phone call or text message will be sent out as a reminder to pay.

If there is no reply or attempt to pay within **25-30 days of the due date**, library staff will send out a letter.

After **40-45 days of the due date**, the Library director will reach out again with a certified letter.

After **60 days after the due date**, library staff will turn this information over to the Buena Vista County Sheriff's Office, as it is considered **theft** of library property according to the Iowa Code section 714.5. They will reach out on behalf of the Library.

After **30 days have passed since contact from the Sheriff's Office**, the library may, at the director's discretion, send a second certified letter stating that legal action will be taken.

## **9. Reservations**

A patron is able to reserve items through their account if it is already checked out. They are able to call, email, or reserve through our online catalog. Once an item is reserved, the patron has priority of the item and will be contacted as soon as available.

## **10. Prolonged Checkout**

There are certain circumstances that require a prolonged checkout period. Some reasons include private and public daycares, nursing homes, student use, or vacation.

Each prolonged period is at the discretion of the director and the due date will be determined by the director.

## **11. Library of Things**

The Newell Public Library has a library of things that contains non-traditional items that can be checked out of the library with a library card. See #7 to find the loan periods for each item. Fines are assessed the same as books with 5 cents per day per item, unless specifically written in the item's checkout policy.

## **12. Interlibrary Loans**

The Newell Public Library offers interlibrary loan services to its patrons. There is no charge for this service. There is normally a three week waiting period for the book to arrive. These are due after 2 weeks and can be renewed once unless for book clubs. For book club purposes, we require a 3 month advance on copies needed due to the high volume of books needed and the waiting periods. Please note that newer titles are harder to get, the library staff will contact the patron if there are any issues in receiving any titles.

## **13. Fine Amnesty Programs**

**Food for Fines:** In partnering with the Newell Food Pantry, we have created a food for fines program. This makes it so patrons can drop off non-perishable items to pay off overdue fines. If the fine is over \$10, patrons may not participate in the Food For Fines program.

**Read Down Your Fines:** For children 18 and under, every 15 minutes read in the library will remove \$1 from any fines accrued.