

Circulation Policy of Gilman Public Library

1. All circulation records are kept on the staff computer and library files. The Director, staff and volunteers will preserve the confidentiality of patron records.
2. Inter-library Loan Services
 - a. Gilman Public Library will participate in state and national lending networks to provide requested materials. IAShares will be the preferred method of inter-library loans within the state of Iowa.
 - b. When Inter-library loan is determined to be the best course to provide desired materials, librarian will fill out request slip with input from patron. First request will be made through state lending network. Transaction number will be noted on request slip. If not available through inter-library loan, determine availability and cost of obtaining material.
 - c. Patrons will pay a \$3 charge per item requested upon its arrival if the requested item is not available through IAShares.
 - d. Request slips will be kept and filed after material is returned. Gilman Public Library will request reimbursement for inter-library loan transactions through the State Library at the end of the fiscal year.
3. Loan Periods
 - a. Books and magazines for 3 weeks, with up to 2 renewals by phone, e-mail or in person, unless the material is reserved for another person.
 - b. Movies for one week, with 1 renewal possible by phone, e-mail or in person, unless the material is reserved for another person.
 - c. When a new patron account is started, there will be a probationary period of three months. During this probationary period, the patron will be limited to one book or one movie at any one time.
 - d. Reserved items will be held for the person for no longer than one week.
 - e. With the exception of movies, there is no general limit to the number of materials that can be checked out, unless the patron is in the probationary period (see item c). DVDs are limited to 10 per patron.
 - f. Patrons will be notified when their items are overdue by phone when possible. If the patron cannot be reached by phone, a postcard will be sent.

