

Fort Dodge Public Library

Borrowing Library Materials

Purpose

Fort Dodge Public Library strives to provide all patrons with fair and equal access to library materials, resources, and services.

General Policies

All patrons may access and use library materials while in the building.

A valid library account is required to use certain library services. To check out or renew library materials, cardholders must have a borrower account in good standing. Borrowing privileges may be limited for accounts on Temporary or Special Temporary Status (see *Library Cards and Cardholder Responsibilities*).

FDPL interprets possession of a library card, or use of a card number provided by telephone or email, as authorization to use the account unless the card has been reported lost or stolen, or there is reason to believe authorization was not granted.

Physical Items

Most items including books, magazines, and audiobooks circulate for three (3) weeks and may be renewed twice for additional three (3) week periods, provided the item is not on hold for another patron.

Reference materials may be checked out for three (3) weeks with permission from a member of the library's management team.

FDPL normally does not limit the number of books, magazines, or audiobooks a cardholder may have checked out.

Books, magazines, and audiobooks may be renewed in person, by telephone, or online through the cardholder's account.

Cardholders may place holds on books and audiobooks in person, by telephone, or online through the Library's website. Borrowers will be notified by telephone or email when the item is available.

Magazines and DVDs cannot be placed on hold.

DVDs circulate for one (1) week and are not renewable. Cardholders must be present to check out DVDs. A maximum of three (3) DVDs may be checked out at one time. DVDs that have been returned may not be immediately re-borrowed by the same cardholder and must remain available to other patrons for at least 24 hours.

Newspapers are available for in-library use only.

Most physical materials may be returned using the drop boxes located on the north side of the building or inside the Library. Exceptions may include reference materials and oversized or fragile items.

Library Equipment

LCD projectors circulate on a daily rental basis. Rental fees must be paid in full at the time of checkout (see *Fees Addendum*).

To rent an LCD projector, cardholders must:

- Be 18 years of age or older
- Be a resident of Webster County
- Present a valid library card and photo identification
- Complete the checkout process in person

Only one (1) LCD projector per household may be checked out at a time.

LCD projectors may be reserved in person or by telephone.

Failure to return equipment may result in recovery actions by the Library.

LCD projectors must be returned in person to the circulation desk. Patrons must remain present while staff verify that all components have been returned and the item is properly processed.

Iowa Adventure Passes

FDPL cardholders must meet the following eligibility requirements to reserve an Iowa Adventure Pass:

- Be 18 years of age or older
- Be a resident of Fort Dodge, Otho, Barnum, or rural Webster County
- Have a library card in good standing (unexpired with no overdue or lost items)

Adult cardholders may:

- Reserve passes for up to two (2) destinations per day
- Reserve passes up to sixty (60) days in advance
- Reserve one (1) pass per destination per calendar year

Overdue, Damaged, Lost Items

(See also: *Fees Addendum*)

FDPL does not charge overdue fines for late returns. Charges may apply for lost or damaged materials, missing parts, or equipment. Fees are intended to encourage responsible use of shared resources and to promote fair and equal access.

Cardholders may be notified of overdue items, outstanding fees, or borrower account issues in person, by telephone, email, printed notice, or other means. Fees remain the borrower's responsibility whether or not notification is received.

The Library may assess charges for:

- Lost materials or equipment
- Damaged materials or equipment
- Missing parts or components
- Repairable damage

Borrowing privileges, access to services, and public computer use may be suspended when items are overdue or lost or fee limits are exceeded.

Parents or legal guardians are responsible for all borrowed materials and associated fees incurred by minor children.

In cases involving seriously overdue items, lost equipment, or excessively delinquent accounts, FDPL may pursue additional recovery measures, including referral to a collection agency, municipal court action, or involvement of law enforcement.

The Library may offer alternatives for resolving outstanding fees, such as payment plans or fee-alternative programs. Such arrangements must be approved by a member of the Library's management team.

Library staff may waive fees up to \$20.00, in full or in part, on a case-by-case basis. Requests exceeding \$20.00 require management approval.

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