3.A.1

Registration and Lending Policies

1. Registration - eligible applicants for library membership include:

    a. All residents of the city of Dyersville, and all non-resident individuals owning or renting property in the City of Dyersville, and their spouses and children.
    b. All residents of cities and / or counties having a contract with the James Kennedy Public Library.
    c. All those whose taxing bodies provide financial support for library service at a participating Open Access Library.
    d. All those who live outside of the City of Dyersville who pay the non-resident fee of $48.00 per household or $24.00 per individual. Residents of Dubuque County whose taxing body does not provide for library service are not eligible to purchase membership.
    e. Non-resident patron fees will be pro-rated at $4.00 per month for a household, or $2.00 per individual figured from the month of payment to the end of the fiscal year.
    f. Fees will be waived for those who meet Federal Income Assistance guidelines. Anyone interested in this may contact the Library Director for more information
    g. Library Cards may be issued to businesses meeting the above residence requirements if the business is owned by an individual. Cards will not be issued to legal entities such as partnerships or corporations. For businesses which meet the above requirements, an individual accepting responsibility for all lost and / or damaged items checked out on that card must be identified, as well as a list of all those who may utilize that card on behalf of the business. If the responsible individual has a personal library card, that library card must be in good standing before a library card will be issued to the business.
    h. Library cards may be issued to schools, daycares, senior centers and other similar institutions meeting the above residence requirements. For institutions which meet the above requirements, an individual accepting responsibility for all lost and / or damaged items checked out on that card must be identified, as well as a list of all those who may utilize that card on behalf of the institution. If the responsible individual has a personal library card, that library card must be in good standing before a library card will be issued to the institution.
    i. Signature of either parent or guardian is required on application cards for all applicants 17 years old or younger.

2. Lending policies

a. All basic library services are free to all eligible patrons. Basic library services are defined as:
   - Use of the library collection while within the facility.
   - Checking out of materials.

b. Dyersville City Residents, Residents of cities contracting with the Public Libraries of Dubuque County Agency, those contracting directly with the James Kennedy Public Library for service, and those who purchase memberships are eligible for full services. Full services are defined as:
   - Full use of the library collection
   - Interlibrary Loan Services
   - Free Hold and Reserve Services
   - Free Computer Use
   - Unlimited checkouts (unless other restrictions are placed by parents, guardians, and / or library director.)

c. As we do not wish to penalize anyone for using the library, fines are not assessed. Patrons are expected to return books when they are due, or renew them as necessary.

d. Each patron is responsible for items checked out on his or her library card.

3. Copying and Printing of Non-circulation Materials:

To encourage use of reference materials, while reducing the damage to said materials, limited free photocopying of non-circulating materials will be provided. Patrons may photocopy (black only) up to five pages of informational text per patron per day without charge. Additional pages may be photocopied with the usual charges ($0.15 for letter and $0.20 for larger sizes) being assessed. This service applies only to items which are being used for informational purposes and which cannot be checked out from the library.

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