CIRCULATION POLICY

Intent:
The Board of Trustees initiated this policy to ensure access for all library users to the materials of the Mount Pleasant Public Library.

Reference Materials:
Reference materials may be used in the library. Only the director or youth services librarian may allow someone to check out reference materials.

Circulation Materials:
Books, magazines, audiobooks, and kits are checked out for a period of two weeks. They may be reserved and renewed. Materials on reserve may not be renewed.

DVDs may be checked out for 1 week. They may be reserved, but cannot be autorenewed. If any material is not returned, the patron will be charged the replacement fee.

Mobile Hot Spots:
Refer to Mobile Hot Spot Policy

Patron Confidentiality
The library upholds each patron's right to privacy as codified by the Code of Iowa 22.7(13).

Terminology

Renewal of material occurs when a patron has already checked the material out and needs it for a longer period. Materials may be renewed twice as long as the materials are not on reserve. Renewals may be done over the phone.

Outreach Services are for housebound patrons, schools, and senior care facilities. Materials are checked out for a month.

Reserves are requests to hold for patrons, materials that the library owns, but are not on the shelf. Patrons are contacted via phone call, text, or email when materials come in and the materials are held for 3 working days after which they are given to the next person on the list or returned to the shelf.

Teacher Loans allow teachers to check out school needed materials for one month.

Vacation Loans allow vacationing patrons to check materials out for one month. Patrons must inform the library that they need a vacation loan.

Approved by the Library Board
August 12, 2025