

OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE

Name and Policy: OTTUMWA RESIDENTIAL FACILITY LENDING POLICY

1. A resident who resides at the Ottumwa Residential Facility (also known as the Halfway House or residing at 245 Osage Dr., Ottumwa) will be allowed to open a library card that will have limited lending privileges.
2. A potential patron will need to provide a valid photo identification and proof of current residence. If a current resident of the Ottumwa Residential Facility the id provided by the judicial system will be used to prove residence.
3. A Residential Facility patron account will be defined as a Restricted and remain so until they are released from the facility and can prove a permanent address at which point the account is redefined as a new patron.
4. A Restricted account is limited to 5 items checked out at a time. Two of those five items may be audio visual. No hotspots will be checked out to Restricted accounts.
5. The cost to replace a lost or damaged library card is \$1.00. A replacement library card will not be issued until all fines and other charges on the account are under \$3.00.
6. Library card privileges (internet or checking out materials) will only be granted to those whose name is on the card. Arrangements must be made in writing or via telephone in order to have a representative pick up/check out on another person's library card.
7. All circulation and borrowing privileges are at the discretion of the director.

Date Created: 09 September 2024

By: Ottumwa Public Library Board of Trustees