

Newell Public Library

Access, Services, and Circulation Policy

1. Open Hours

Regular Hours		Summer Hours	
Monday	2PM to 8PM	Monday	2PM to 8PM
Tuesday	2PM to 5PM	Tuesday	10AM to 5PM
Wednesday	2PM to 5PM	Wednesday	2PM to 5PM
Thursday	10AM to 5PM	Thursday	10AM to 5PM
Friday	2PM to 5PM	Friday	2PM to 5PM
Saturday	9AM to 11AM	Saturday	9AM to 12PM

The 1st Saturday of the month is afternoon hours starting at 12PM.

2. Holiday Closings

New Year's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Weekend
Christmas Eve
Christmas Day
New Year's Eve

3. Inclement Weather Closings

The library will be closed during inclement weather at the discretion of the library director. Announcements of closings will be posted on social media and the front door. Patrons are encouraged to call ahead to check if the library is open.

4. Reference Services

The Newell Public Library staff is available to offer its patrons reference services when possible. Regional and State reference services are also available at request. The Library's entry bulletin will have resources for patron use as well, this includes local, regional, and state reference materials.

5. Open Access and Access Plus

The Newell Public Library participates in the statewide borrowing program called Open Access. This program allows patrons from other participating libraries to check out materials from the Newell Public Library and allows our patrons to directly check out materials from other participating libraries. Access Plus is a program designed to allow materials from the Newell Public Library to be loaned out to other participating libraries.

6. Borrower Eligibility

Library patron accounts can be created by any person above the age of 8. If you are under the age of 8, you will need a parental or family account to check items out. To register for an account, a form will be issued to you to fill out with your basic contact information, it is required to have a current address, phone number, or email address listed under your account.

7. Loan Periods, Limits, & Renewals

All loan periods are listed below for each item. All items are allowed at least one or more renewals unless the item is new or reserved by another patron. See #10 for more information on reservations.

ITEM	CHECK OUT PERIOD	CHECK OUT LIMIT	RENEWAL LIMIT
Books	2 weeks	10	2
DVDs	5 days	2	1
DVD TV Series	10 days	2	1
Audio Books	2 weeks	2	2
Yearbooks	5 days	1	0
Baking Items	5 days	3	0
Tools	5 days	3	0
Puzzles	2 weeks	2	1
Games & Flash Cards	5 days	2	1

8. Overdue Items & Notices

Borrowers are responsible for returning materials by closing time on the due date. If not returned, fines are disbursed for each item checked out. Fines for an overdue item is 5 cents per day. DVDs are \$1.00 per day per DVD. If your email or cell phone number is attached to your account, our system will automatically send out notices as a reminder if you have an upcoming due date or overdue item. Otherwise, library staff will call or send a letter to the borrower when an item is overdue. If the fine is over \$10, your account will be restricted until payment or returns are made.

9. Lost or Damaged Items

Each person is responsible for lost or damaged materials checked out on their card. They will be assessed a fee for the cost of replacement for the item.

10. Reservations

A patron is able to reserve items through their account if it is already checked out. They are able to call, email, or reserve through our online catalog. Once an item is reserved, the patron has priority of the item and will be contacted as soon as available.

11. Prolonged Checkout

There are certain circumstances that require a prolonged checkout period. Some reasons include private and public daycares, nursing homes, student use, or vacation.

Each prolonged period is at the discretion of the director and the due date will be determined by the director.

12. Library of Things

The Newell Public Library has a library of things that contains non-traditional items that can be checked out of the library with a library card. See #7 to find the loan periods for each item. Fines are assessed the same as books with 5 cents per day per item.

13. Interlibrary Loans

The Newell Public Library offers interlibrary loan services to its patrons. There is no charge for this service. There is normally a two week waiting period for the book to arrive. For book club purposes, we require a 2 month advance on copies needed due to the high volume of books needed and the waiting periods.

14. Food For Fines

In partnering with the Newell Food Pantry, we have created a food for fines program. This makes it so patrons can drop off non-perishable items to pay off overdue fines. If the fine is over \$10, you may not participate in the Food For Fines program.