

CIRCULATION POLICY

Hours Open: Tuesday – 11am-7pm
 Wednesday – 11am-5pm
 Thursday – 11am-5pm
 Friday – 11am-2pm
 Saturday – 9am-noon

LIBRARY ACCESS

1. All residents of the City of Colfax and all rural residents of Jasper County may borrow materials from the library. Any Iowa resident who has a valid library card from their local library may borrow materials from the library under the Open Access program. To be issued a Colfax Library card all persons must show a photo ID such as a driver's license and a proof of address if the address is not current on their photo ID. A photocopy of their driver's license will be kept on file along with a signed form taking financial responsibility for all materials checked out from the Colfax Library. Parents are responsible for their children's materials.
2. Service will not be denied because of religious, racial, social, economic or political status.
3. Library cards will not be issued until 8 years of age. Younger children are encouraged to visit the library with their parents, and may borrow books and videos on their parent's card.

The use of the library or its services may be denied for due cause such as destruction of library property, theft of library materials, disturbance of other patrons, or any objectionable conduct on library premises.

USE OF LIBRARY MATERIALS

1. Books, magazines and audio books are loaned for a three-week period of time. All materials will have a two-day grace period. Items can be renewed 3 times as long as an item is not reserved. DVDs are loaned for 7 days, with a two-day grace period. Movies can be renewed 3 times as long as an item is not reserved.
2. If a patron has a book or movie that is more than 6 weeks overdue, library privileges will be suspended until materials are returned.
3. An item is marked lost after 8 weeks. Patrons will owe for the cost of any lost items.

LIBRARY SERVICES

1. Photocopier: Copies are 25 cents each.
2. Public Access Computer Printer: Black and white copies are 25 cents each, color copies are 50 cents each and photos or graphic art prints are \$1.00 each
3. Home Delivery: Residents of Colfax who are homebound can request materials to be delivered to their home. Residents who are not able to negotiate the steps may call the library and materials will be taken out to their car in front of the library.
4. Free Wi-Fi is available to our patrons.
5. Interlibrary loan is available to our patrons for materials that are not owned by our library or for materials which insufficient demand does not justify purchasing.
6. E-books and audio books are available through the Bridges Consortium
7. Records of patrons will be kept confidential as required by the Code of Iowa 22.7 (13).

Revised February 3, 2015

Revised August 7, 2013

Revised August 8, 2018

Revised June 2, 2021

Revised June 1, 2022

Revised October 5, 2022