

## **DECODING DYSLEXIA IOWA**

### **LENDING LIBRARY POLICIES AND PROCEDURES**

#### **Borrowing Procedures**

- There is no charge to borrow materials from the lending library.
- Borrowers must be residents of the state of Iowa.
- To check out lending library items, submit the online check-out form.
- The Library Manager will respond to lending requests to verify the request, arrange pick-up or shipment, and verify the return date. In most cases the lender will receive a response within 48 hours.
- Borrowers may pick up library items at various locations in the Des Moines metro area.
- Items can be shipped both to the borrower and back to the library, however *all shipping charges are at the borrower's expense.*

#### **Loan Period, Renewals, and Item Limits**

- Lending library items may be borrowed for up to 30 days.
- Borrowers may check out a maximum of 3 books, 1 curriculum item, and 3 games/misc. items. Other limitations may be imposed at the discretion of the Library Manager.
- Borrowers may renew their items twice. Renewals will not be granted if another borrower has requested the item.

#### **Overdue Items**

- Borrowers are expected to return all items by the due date. While there are no fines for overdue items, please be respectful of library policies and others who may be waiting for the item/s.
- Any item/s not returned within 14 days past the due date will be considered lost, and the borrower will be billed for the replacement cost.
- Repeated overdue items may result in the loss of borrowing privileges.

### **Damaged Items**

- If an item is damaged while on loan, the borrower is responsible for all repair and/or replacement costs.
- Borrowers should inspect items from the lending library upon receipt. It is the borrower's responsibility to contact the Library Manager if any damage is discovered.
- Examples of damage include but are not limited to wet or moldy items, food or drink stains, ripped pages and/or covers, missing pages and/or covers, markings such as writing and highlighting, missing or broken parts.
- If shipping items back to the library, borrowers must make reasonable efforts to pack items carefully to prevent damage during shipment.
- If the Library Manager determines that an item is returned in damaged condition, they will contact the borrower and provide the cost for repair or replacement. The cost is determined by the Library Manager and is based upon the actual cost of repair and/or securing another equivalent copy of the item/s.
- Damaged items are retained by the lending library. Paying for replacement or repair does not constitute purchase of the item/s.
- Borrowers should not attempt to replace a damaged library item themselves prior to communicating with the Library Manager about the situation.

### **Responsible Use**

- Borrowers agree to use lending library items carefully and responsibly. Borrowers must adhere to copyright laws.

### **Library Manager**

Please contact the Library Manager with any questions or concerns:

Laura Olson  
(515) 633-0894  
LauraOlson5@hotmail.com