

Materials Circulation and Late Penalties

The Hudson Public Library makes a wide range of multimedia materials available to the public at no cost. There is a checkout limit of 25 on any one type of library material except for electronic games, electronic tablets, and Wi-Fi hotspots which are limited to 1 at any given time. Hotspots are also limited to 1 per address. Patrons classified as non-permanent residents are restricted to 2 items at a time.

All library materials check out for 3 weeks with the exception of DVDs, electronic tablets, electronic games, and WiFi hotspots which may be checked out for 1 week.

Periodicals may be checked out of the library for a period of 1 week only when a later issue has superseded them. Current periodicals, due to the timely nature of their information, will remain in the library for in-house use by library patrons.

Library materials that are designated as part of the Special Collection may not be checked out of the library but may be accessed in-house upon request.

Specific library materials that are not a part of the collection of the Hudson Public Library may be requested through interlibrary loan in accordance with the Interlibrary Loan Reimbursement Terms of Agreement of the State Library of Iowa.

There are no fines for the late return of any library material with the exception of electronic tablets, electronic games, and Wi-Fi Hotspots. Fines of \$.05 per day apply to the tablets and games. Wi-Fi hotspots have a fine of \$5.00 per day. Provided that an overdue item is returned in the same condition in which it was checked out, no fine will exceed the purchase price of the item. No fine on any other item will exceed \$5.00 with the exception of Wi-Fi hotspots which have a maximum fine of \$50.00. If an item is not returned the borrowing patron is responsible for paying the purchase price of the item. No refunds will be given if the item is later found. Patrons who fail to return an item after two months past its due date will be billed for the item and have checkout privileges suspended. Accumulated fines or value of delinquent or damaged materials of over \$10.00 will also result in a suspension of check out privileges. In cases of non-cooperation, the Hudson Public Library may pursue necessary legal avenues to retrieve library materials and property that are overdue, lost, or damaged including using the services of a collection agency or turning the case over to the Hudson Police Department.

All circulation dates and fines are subject to the discretion of the Library Director, taking into account emergency or extreme situations. A two day grace period is built into the circulation system for all library materials with the exception of Wi-Fi hotspots.

An unlimited number of materials may be placed on reserve by a library patron. With the exception of Wi-Fi hotspots, materials will be held for one week on the holds shelf after notification of availability for pick-up. Hotspots will be held for two days after notification. If a hotspot becomes available for a patron and there is already one checked out to someone at that address, their hold will be moved to the bottom of the queue.

Materials may be renewed for one additional checkout period. Items that are on reserve for another patron may not be renewed.

The library patron is responsible for compliance with all copyright laws pertaining to any library material used in-house or checked out from the library.

Approved: 09/1995
Amended: 03/07/2000
Amended: 10/01/2001
Reviewed: 01/03/2006
Amended: 01/07/2008
Reviewed: 01/05/2009
Amended: 11/01/2010
Amended: 09/03/2015
Reviewed: 10/30/2019
Amended: 09/03/2020
Amended: 03/01/2021
Amended: 08/01/2022
Amended: 08/31/2022
Amended: 07/01/2024
Amended: 08/05/2024