

Circulation Policy for Kennedy Mall Service

The Carnegie-Stout Public Library will introduce a drop off and pick up service for Library materials located at the Kennedy Mall in Dubuque to minimize the inconvenience which might be experienced during a library visit while the facility is under construction. There will be no charge for this service.

Service Limitations

Library service at the Kennedy Mall is limited to returns and the pick-up of Carnegie-Stout Public Library materials. Most of the time employees of Kennedy Mall will facilitate these transactions and will not be able to answer all questions a patron may have regarding their material, their account, or other information. Patrons must contact the Library with any questions which might arise.

Circulation

To protect patrons' privacy, and because patrons are responsible for all items checked out on their cards, we will require that a library card and photo ID be presented at the Mall to pick up library material. However, patrons sometimes wish (or need) to delegate their library errands to a spouse, caregiver, nanny, house guest, etc. A library patron may grant someone else permission to use his/her borrowing privileges in any of the following ways:

Temporary permission is implied if the designated person can supply any of the following:

- The library card of the person who has requested material, and to whom the material will be checked out
- The mail notification that the item can be picked up
- A printed copy of the hold notice sent by email

The Library will not have a computer available at the Mall to check materials out as the patron is picking up the item/s. This activity will most likely take place on the morning following the pick-up. A date stamp and paper will be furnished at the Mall where materials are picked up which a patron may choose to use as a general reminder. It will be the responsibility of the patron to contact the Library to confirm the actual due date of any and all materials that were picked up at the Mall.

In all other respects, the Library's current Circulation Policy will be in effect.

Adopted by the Library Board of Trustees Adopted March 20, 2008

Alan Avery, President
Library Board of Trustees

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