

**286—1.5(256) Access to library's collections.**

**1.5(1) Collections.** The state library's materials collections are housed in the Ola Babcock Miller State Office Building, 1112 East Grand Avenue, Des Moines, and in the State Capitol Building.

**1.5(2) Library access.** Primary research and study areas of the library's two locations are accessible to the disabled; however, upper tiers are generally closed to all public access. Staff may authorize access on a case-by-case basis or will retrieve materials requested by library users.

**1.5(3) Definitions.**

"*Holds*" are patron requests to reserve items checked out to other patrons. Materials may be placed on hold through the library's online catalog using a library card. When an item on hold becomes available, the patron placing the hold will be contacted and given five days to pick up the item.

"*Individual library card*" means a card distributed by the state library that allows a patron to access the library's collections, reference assistance, and online resources.

"*Proof of identity and state residence*" means a government-issued form of identification with a photo and indication of Iowa residency, including but not limited to a driver's license, a passport, a nonoperator's identification card, or a military identification card; or, for minors, a school identification card.

"*Resident*" means a person who lives in Iowa or pays property taxes in Iowa.

"*State employee library card*" means a card distributed by the state library that allows a state employee to access the library's collections, reference assistance, online resources, and interlibrary loan services.

**1.5(4) Library cards.** A resident of Iowa may obtain an individual library card by providing proof of identity and state residence in person, by mail, or online. A state employee may obtain a state employee library card by providing proof of identity, state residence, and state employment in person, by mail, or online. Cards expire regularly but can be reactivated. Library privileges will be suspended or canceled when a patron's library card has expired.

**1.5(5) Circulation of library materials.** Circulating materials are checked out for three weeks, and each item may be renewed once if there are no holds on the item. Patrons may renew materials through the library's online catalog.

**1.5(6) Fines and fees.** Fines are not assessed for overdue materials. Lost, unreturned or damaged materials may incur replacement costs up to \$100. Replacement copies will not be accepted. Library privileges will be suspended or canceled when a patron has outstanding debt to the library.

**1.5(7) Library records confidential.** Library records are confidential pursuant to Iowa Code section 22.7. The state librarian is the custodian of the library's records.

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