

Carnegie-Stout Public Library Circulation Policy for Remote Service

The Carnegie-Stout Public Library (C-SPL) offers a drop off and pick up service for Library materials located at the Kennedy Mall in Dubuque, and the Asbury Branch of the Dubuque County Library District (DCLD) for the patrons' convenience. There is no charge for this service.

Service Limitations

Library service at the Kennedy Mall and the Asbury Branch of the DCLD is limited to returns and the pick-up of C-SPL materials. Employees of these organizations will facilitate 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 C-SPL with any questions that might arise.

Circulation

To protect patrons' privacy, and because patrons are responsible for all items checked out on their cards, it will be required that a library card and/or photo ID be presented at remote locations 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 e-mail notification that the item can be picked up

It will be the responsibility of the patron to contact the C-SPL to confirm the actual due date of any and all materials that were picked up at a remote location.

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

*By the Library Board of Trustees
Adopted May 24, 2018
Reviewed February 25, 2021*

By, 
Christy Monk, President
Library Board of Trustees