

Section I. Purpose

The purpose of the Physical Electronic Materials Policy is to provide a written document to better inform the public and guide Nobles County Library staff in lending physical electronic materials. This includes, but is not limited to, DVDs, CDs, and Hotspots. It does not include e-books, downloadable electronic resources (databases), and similar resources.

Section II. General

1. Library Staff reserves the right to adjust these policies on a case-by-case basis.
2. Overdue and related fees are approved by the Nobles County Commissioners. The most current Fee Schedule (available on the Nobles County website) overrides any fees stated in this document.

Section III. DVDs/ Videos

1. There is a limit 5 of (five) DVDs per family or address, not per borrower, at one time.
2. The borrower must be at least 16 years old, and in good standing (as per the overdue policy).
3. Checkout period is 1 (one) week, and one renewal is allowed.
4. Overdue fines begin the day after it is due. The rate is \$1 per day, per item. Each item incurs a maximum \$7 late fee.

Section IV. Compact Discs/Audiobooks

1. Are checked out using the same criteria as paper books (3 week checkout/ 1 renewal).

Section V. Hotspots

1. Limit one Hotspot per family or address, not per borrower, at one time.
2. The borrower must be at least 16 years old, and in good standing (as per the overdue policy).
3. Holds may be placed on items through the card catalog, calling ahead or in person.
4. Checkout period is 1 (one) week, and no renewal is allowed.
5. There is an overdue fee of \$6 per day (\$30 maximum).
6. Use of the hotspot can be remotely disabled, and will be done one day after it is due.
7. A patron may not check out a hotspot on the same day that they first get a new library card.
8. There is a 24 wait period before checking out another hotspot.
9. The library reserves the right to adjust this on a case-by-case basis.

Section VI. Video Camera, Tripod, Backdrops and Audio Recording Device

1. The borrower must be at least 16 years old, and in good standing (as per the overdue policy).
2. Checkout period is 1 (one) week, and one renewal is allowed.
3. There is an overdue fee of \$6 per day (\$30 maximum).

Section V. Other

1. Headphones and DVD players are available for in-house use.
2. The Library may make policies for other similar materials as a need may arise, which may not necessarily be stated in this document.

LP-118 Policy History:

Initially adopted: 1/11/2021

Current version adopted: 3/13/2023

Next Review: 2/2024