

LP-105. Circulation Policy

Section I. Purpose

The purpose of this policy is to establish the specific lending rules under which cardholders may borrow Library materials. Such rules are essential in providing free and equal access to all members of the community, and to assure funders that the Library properly oversees the collection purchased with public monies.

Section II. Responsibility of borrowers

An issued library card is to be used only by the account holder unless the Library has been given explicit permission for someone else to have or use the card. Cardholders are expected to responsibly manage their accounts, keeping track of all materials checked out and returning materials on time.

A lost card should be reported immediately to the Library; any materials checked out prior to the Library's notification of a lost card are the responsibility of the account holder.

Section III. Responsibility of custodial parents or legal guardians for children under 18 years of age

Only custodial parents or legal guardians may apply for their children's cards, as they are legally responsible for all items checked out on those cards. Once a child has a card, he/she has complete access to all materials in the Library's collection. The Library cannot act *in loco parentis* for children with cards so parents and guardians are responsible for being aware of what their children are checking out.

Section IV. Standard Library Card Application Requirements

To apply for a Nobles County Library Card you must present one of the following PHOTO IDs. The ID MUST include your CURRENT address.

- A current and valid Minnesota Driver's License
- A current and valid Minnesota Identification Card
- A Tribal Identification Card
- Immigration Identification card

If you do not have one of the above, you must present a PHOTO ID along with ONE of the following for proof of CURRENT address:

- A piece of mail that has been delivered to you. It MUST include your name and full address.
- A personal check with your name and address on it.
- A rent receipt with your name and address on it.
- If you do not have any of the above, you can address a letter to yourself and mail it to yourself. (We need to know that you can receive mail at the address you give us.)

Para solicitar una tarjeta de biblioteca del condado de Nobles, debe presentar una de las siguientes identificaciones con FOTO. La identificación DEBE incluir su dirección ACTUAL.

- **Una licencia de conducir de Minnesota actual y válida**
- **Una tarjeta de identificación de Minnesota actual y válida**
- **Una tarjeta de identificación tribal**

- Tarjeta de identificación de inmigración

Si no tiene uno de los anteriores, debe presentar una identificación con FOTO junto con UNO de los siguientes como comprobante de dirección ACTUAL:

- Una pieza de correo que le ha sido entregada. DEBE incluir su nombre y dirección completa.
- Un cheque personal con su nombre y dirección.
- Un recibo de renta con su nombre y dirección.
- Si no tiene ninguno de los anteriores, puede enviar una carta a usted mismo y enviársela por correo. (Necesitamos saber que puede recibir correo en la dirección que nos proporcione).

Section V. Loan Periods, Renewals, and Checkout Limits

Type	Length of Checkout	# of Renewals	Number of Items	Fines/day
Books	3 weeks	1 renewal	Unlimited	
Cake pans	1 week	1 renewal	2 per household	
Audiobooks	3 weeks	1 renewal	Unlimited	
Music CDs	3 weeks	1 renewal	Unlimited	
DVDs	2 weeks	1 renewal	5 per household	\$1/day up to \$7/item
Games	2 weeks	1 renewal	2 per household	
Interlibrary Loan	2 weeks	1 renewal	Lend. Lib policy	
Juv. Multimedia	3 weeks	1 renewal	Unlimited	
Kits	1 week	1 renewal	Unlimited	
Magazines	1 week	1 renewal	Unlimited	
Microfilm/fiche	In-house use only			
Multimedia	3 weeks	1 renewal	Unlimited	
Newspapers	In-house use only			
New DVDs	1 week	1 renewal	5 per household	\$1/day up to \$7/item
Park Passes	1 week	0 renewals	1 per household	
Puppets	3 weeks	1 renewal	Unlimited	
Reference	In-house use only			
Vox Read-alongs	3 weeks	1 renewal		

Hotspots	1 week	0 renewals	1 per household	\$6./day up to \$30
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Section VI. Placing Holds

Cardholders may place a hold on an item or request library staff to place holds, regardless of its availability. Holds are filled throughout the Plum Creek Library System or through MnLink in the order in which they are placed. When a hold is available and ready for pick up at the location chosen by the customer, he/she will receive notification that it is available. Holds are kept for seven days, after which the item will pass along to the next customer on the holds list or returned to the lending library. Some items may not allow holds due to condition or cost of replacement.

Section VII. Checkout Information

The Library may limit checkouts on some materials at their discretion

The Director or designee, may allow an item that normally does not circulate, such as Reference materials, to be borrowed for a limited time to patrons in good standing. Fines for these items will be assessed no matter their material type.

Staff may use their judgement to forgive part or all of a fine based on an individual's circumstances. No more than a total of \$10 may be forgiven on an account without the Circulation/Technical Services Coordinator or Director's approval.

Per Plum Creek Library policies, borrowers with \$5 or more in fines/fees and/or with any item a week or more overdue will have their borrowing privileges suspended until the materials are returned and the fines/fees are below \$5.

Borrowers may opt-in to be notified via email their material is about to come due. They then have the option to renew their materials. However, the borrower is still liable for those overdue fines if the email notification is not received.

Section VII. Overdues

The following is a schedule of overdue notifications:

- Pre-overdue (optional): sent up to 5 days prior to due date via email if requested on application
- Overdue: 7 days after due date. Notification via email or postal mail.
- Second overdue: 30 days after due date. Notification via email or postal mail
- Long overdue/Lost: 60 days after due date. Notification via postal mail and email if set up.

Wifi Hotspots are to be returned to the library on the date they are due. There is a 24-hour wait period before a hotspot can be checked out again by the same person. Hotspots will be turned off on the day after they are due. Fines will accrue up to \$30.00 and then the items becomes lost and replacement costs need to be paid.

Section IX. Lost and damaged materials

Once an item is 68 days overdue, per Minnesota Statute 609.541, the borrower is guilty of a petty misdemeanor. The final notice of the overdue materials, with the full charges assessed and referencing this statute, will be sent to the address of record. Once materials are considered lost, the cost of the materials (which shall be the average cost per format, as determined by staff), along with a \$2 processing fee per will be assessed and the overdue fines removed.

Materials that are returned after considered lost by the Library will have the cost of the materials removed from the account and the maximum fines for each item reinstated.

Once items are paid for they are no longer the property of Nobles County Library and refunds will not be given if the material is found and returned.

Only the Circulation/Technical Services Coordinator or Director may waive the cost of lost materials. Materials may be replaced with exact or similar items in good condition in lieu of payment.

Materials returned in condition considerably worse than when checked out will be assessed for damage charges. This includes, but is not limited to, items returned with parts missing (discs, book jackets, music CD covers, etc.), damage that is unrepairable, damage that makes an item unusable and damage beyond normal wear and tear. If the damage makes the item unusable, the Library may charge the borrower the entire cost of the item. If the damage is due to a lost piece, the staff will attempt to contact the person and retrieve the lost piece. After thirty days, if the piece is not returned, the staff will assess whether the item can be continued to be used without the piece. If it can, a smaller amount than the full cost of the item may be charged; otherwise the borrower will be charged for the full price of replacement.

Materials lost or damaged due to extraordinary events such as fire, tornado or flooding will not be charged to the borrower's account. It is the responsibility of the account holder, however, to notify the Library immediately after the event and the loss of the materials. The Library may require a public safety or insurance report.

Materials lost or damaged due to theft may not be charged to the borrower but the Library will require a copy of a police record reporting the theft or notification to insurance for recovery of stolen items in order to not be charged for the materials.

The library staff will attempt to identify and notify owners of Personal items placed in the library's return box. These items will be kept for 30 days and then be placed in the library's collection, put on the library book sale or discarded.

LP-105 Policy History:

Initially adopted: June 12, 2023

Next Review: 6/2024