

# CIRCULATION POLICY

## Library Card:

In order to check out materials from the Calumet Public Library, you must have a valid library card that is registered in the Arrowhead Library System. A library card is free to any resident of the ALS region.

To obtain a library card, apply in person at the Calumet Public Library. You must have a photo ID. If you are under 16, you must come with a parent or guardian who can show a photo ID. Library cards expire after three years and can be renewed at no charge at the library.

If you lose your library card, notify the library as soon as possible. You are responsible for anything checked out on your card.

Patrons must have a library card in good standing (with fines/fees below \$10) in order to borrow materials from the Calumet Public Library. Procedures for obtaining a library card are listed in the Library Card policy.

## Holds:

As a member of the Arrowhead Library System and a participant of the Minnesota Borrower Compact, the Calumet Public Library will attempt to fulfill requests for materials either currently checked out or not owned locally first within and then without the Arrowhead Library System.

Patrons may place requests for items not owned by the Calumet Public Library in person, over the phone, by email, through the online catalog (within Arrowhead Library System), or through MnLINK (if not owned by the Arrowhead Library System). Requests for items not available within the state of Minnesota may be placed in person or by phone or email.

## Loan Periods:

Loan periods for items owned by the Calumet Public Library are as follows:

- \* Movies: 7 days (may be renewed one time if no other patrons are waiting)
- \* Magazines: 7 days (may be renewed one time if no other patrons are waiting)
- \* Books/audiobooks: 21 days (may be renewed one time if no other patrons are waiting)

Loan periods for items owned by other libraries are determined by the loaning library.

Renewals may be obtained by calling or emailing the library, or online.

## Late, lost or damaged materials:

Overdue fees for materials returned late accrue each day the library is open until the item is either returned or renewed. The daily rates are listed in the fines and fees policy.

Patrons are responsible for replacing or paying replacement costs for items they or their minor children have lost or damaged.

Options for satisfying fines and fees are included in the fines and fees policy.

ADOPTED: 11-21-15