CIRCULATION

Library Card. A patron must have a valid Arrowhead Library Card to check out any materials. To obtain a card, a person must have a photo ID with a current address on it, and proof of current address if it is not on the ID (any piece of mail such as a bill or letter, or a signed lease.)

>   Adult 18 and older, ID and proof of address.

>   Youth 14-17, an ID and proof of address or a parents ID and proof of address.

>   Children under 14: parental signature and parent's ID with proof of address.

A person living outside of the Arrowhead Library system may check out our materials if they have their local library card. Using their card, we will load all of their information into the Arrowhead System.

The first library card is free with a five year expiration date, any additional card whether lost or missing is $2.00 unless the card has expired then it is free. A new card is also free if the patron brings in a damaged or unreadable card.

It is the patron's responsibility to present their card at check out, to report any lost card, or any information changes such as address or phone numbers.

Circulation - Loan Periods and Renewals

TYPE OF MATERIAL	CHECK OUT TIME	LIMITS	RENEWALS *
Books	21 days	None	2
Magazines	21 days	None *	2
DVDs, movies	2 days	None *	2
DVDs, Non-fiction	21 days	None	2
Music CDs	21 days	None	2
Audio books	21 days	None	2

* No items can be renewed if there is a hold placed on it by another patron. The newest issue of a magazine cannot be checked out, and new movies, movies purchased within the last 2 months are limited to two although this does not affect the number of DVD checked out in total.

Holds and Inter Library Loan. If an item is not currently on the shelf, a hold will be placed on the item if requested. If an item is not owned by Eveleth Public Library, an inter library loan request will be placed within the Arrowhead Library System if requested. If an item is not owned by any library within the Arrowhead Library system a MNlink hold will be placed if requested. All holds will be notified by the Arrowhead Library System automated system by either phone or e-mail depending on the patron's preference.

Recommended by Library Board_____11-9-15_____
Approved by City Council_____12-15-15_____