

## **Babbitt Public Library**

### **CIRCULATION OF MATERIALS**

#### Registration

In order to check out materials from the Babbitt 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 Arrowhead Library System region. A temporary card is issued to anyone outside of this region or to anyone without a permanent address.

If you are a Minnesota resident and live outside of the Arrowhead Library System, you may check out materials by presenting your current library card from your home library as well as acceptable identification.

To obtain a library card, apply in person at the Babbitt Library. You must show a photo ID and proof of current address. 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. If you have forgotten your library card, you can still check out materials if you have a photo ID.

#### Loan Periods

Books, magazines, audio books, and DVD non-fiction may be checked out for three weeks and may be renewed for another three weeks if no one has placed a hold on the item. DVD movies may be checked out for two days. These items can also be renewed for their original check out period if no one has placed a hold. The library reserves the right to place additional limits on certain types of material. For current information about the types of materials available for check out and their loan periods, ask a library staff member.

#### Interlibrary Loan

Interlibrary loan periods are determined by the lending library and are fined if overdue according to the lending library's policy. All ILL items need to be picked up, checked out and returned to the Circulation desk.

#### Holds

You may place a hold on an item in person, over the phone or through the library's online catalog. In accordance with the Minnesota Government Data Practices Act, people who reside at the same address may pick up one another's holds. You must show identification with your current address, and you must have your own or the other person's library card in your possession. If you do not want your holds released to anyone else in your household, you must notify the library and your request will be honored.

If the item you want is not owned by the Babbitt Public Library, you may request it through interlibrary loan.

Approved by the Library Board December 7, 2015