

# CIRCULATION OF MATERIALS POLICY

Buhl Public Library

The goal of this policy is to encourage accountability for and the timely return of library materials so that there is optimal sharing of the collection. It is a further goal of the Buhl Public Library to work with other interested Arrowhead Library System members to attempt to determine common standards which meet the goals and needs of each agreeing library, thus providing a more seamless borrowing experience for library patrons.

## REGULATIONS

### **LIBRARY CARD**

In order to check out materials from the Buhl Public library, you must have a valid library card in good standing (with fines/fees below \$10). A library card is free to any resident of the Arrowhead Library System region.

To obtain a library card, apply in person at the Buhl Public Library. You must show a photo ID and proof of current address. Library cards expire after three years and can be renewed at no charge at the library.

Library card holders are responsible for all materials checked out on their card, any overdue fines, and all charges resulting from the loss or damage of library materials checked out to them.

Library card holders are required to:

1. Notify the library if their name, address or phone number changes.
2. Notify the library immediately if their card is lost or stolen.

\*In accordance with the Minnesota Government Data Practices Act, people who reside at the same address may pick up one another's holds. 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.

### **PLACING A REQUEST/HOLD**

Patrons may place requests for items in person, over the phone, by email or through the online catalog (within Arrowhead Library System). If the material is not located within the Arrowhead Library System patrons may place requests through MnLINK.

As a member of the Arrowhead Library System, Buhl Library staff will attempt to fulfill requests for materials either currently checked out or not owned locally first within the Arrowhead Library System. Renewal requests may be obtained in person, calling the library or online. Requests may not be granted depending on ILL policy and waiting list procedures.

### **INTERLIBRARY LOAN**

Interlibrary loan periods are determined by the lending library and are fined if overdue according to the lending library's policy. New/high demand items may have a waiting period, and not all items are available through Interlibrary Loan.

## **LOAN PERIODS**

### **MOVIES**

7 movies (of any genre) may be checked out on a card at a time

7-Day checkout

1 (7 day renewal)

### **ALL OTHER ITEMS**

21-day check-out

1 (21 day) renewal if no other patrons have requested the item

The library offers the following materials to use in the library. These items do not circulate.

Newspapers

Reference books as marked on the covers for in-house use.

\*Library Staff may override limits on numbers of items checked out, loan period, or number of renewals allowed, in unusual circumstances, at their discretion.

***Amended Date: December 10th 2015***