

## **COLERAINE PUBLIC LIBRARY CIRCULATION OF MATERIALS POLICY**

### **Registration**

In order to check out materials from the Coleraine 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, you can apply in person. If you are a student and come over with your class, your teacher will send home the application for your parent/guardian to fill out and a library card will be issued. If the student loses their card, \$1.00 is required to receive another card. Library cards expire after three years and can be renewed at no charge at the library.

### **Loan Periods**

Books, magazines, audio books, and movies may be checked out for two weeks and may be renewed for another two weeks if no one has placed a hold on the item. 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. If the item you want is not owned by the Coleraine Public Library, you may request it through interlibrary loan.

**Adopted: 12/10/2015**