

Ely Public Library Circulation Policies and Fee Structure

The library circulates the following materials to users:

- Books - circulate for 3 weeks. May be renewed once if still a "new" title and twice if no longer new as long as there are no requests on the title. Books are usually considered new for the first six months that the library owns them. No limitations on the number of items per card in this category.
- Magazines - circulate for 3 weeks. May be renewed once if there are no requests on the title. The most current of the weekly magazines do not circulate until the next issue arrives at the library. No limitations on the number of items per card in this category.
- AudioBooks (on cassette or disc) - circulate for 3 weeks. May be renewed twice if there are no requests on the title. No limitations on the number of items per card in this category.
- Music CDs - circulate for 3 weeks. May be renewed twice if there are no requests on the title. No limitations on the number of items per card in this category.
- Book and Tape sets - circulate for 3 weeks. May be renewed twice if there are no requests on the title. No limitations on the number of items per card in this category.
- VHS movies - circulate for 1 week. May be renewed once if there are no requests on the title. Each card may check out 4 at a time.
- DVDs - circulate for 2 days. May be renewed once. Each card may check out 2 at a time.
- Kill-A-Watt device - circulates for 3 weeks. May be renewed once if there are no requests on the title. Borrower may only check out one at a time.

All patrons must have their card present to check out items. Items can be renewed with a card or the item present.

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.
- Microfilm of Ely newspapers
- Library programming equipment

The library charges the following fines and fees:

- Overdue DVDs - \$2 per day per item with a maximum charge of \$10 per circulation. DVDs that are returned with a missing disc will accrue overdue fines until the disc is returned.
- Overdue VHS tapes - \$2 per day per item with a maximum charge of \$10 per circulation.
- All other overdue items - 10 cents per day with a maximum charge of the item's replacement cost. Audios returned missing a disc or tape will accrue overdue fines until all parts are returned.
- Disc cleaning - \$2 per disc - whether the problem is solved or not.
- Printouts and copies - 20 cents per sheet for black copies, 30 cents per sheet for a color printout
- Replacement of a current library card - \$10 per card
- New borrower card for an outstate resident - \$20 per card. Cards are free to MN residents with proof of residency (state-issued photo ID or other photo ID with proof of in-state property ownership).
- Replacement of circulating materials that the patron has damaged or lost - list price of the item

Approved by the Ely Public Library Board on 4/24/13.