

Circulation

Circulation – Fines and Fees

Fines

All books and magazines	\$0.25 per item per day overdue, \$10 max. per item.
DVDs	\$0.25 per item per day overdue, \$10 max. per item.
Video games	\$2.00 per item per day overdue, \$30 max. per item.
Lost items	Replacement cost plus \$3 processing fee or patrons may replace items at their own expense.

Fees

- Lost library card replacement fee
 - First replacement free
 - 2nd replacement \$3.00.
- Printouts (includes photocopies, computer printing, and incoming faxes:
 - Black ink on white paper \$0.25 per page
 - Color ink \$0.35 per page
 - Copies for school homework Free
- Outgoing Fax documents

<u>Number of pages in document</u>	<u>Total Cost to send</u>
○ 1-3 pages	\$1.00
○ Each additional 3 pages	\$1.00 (4-6 = \$2, 7-9 = \$3, and etc.)

It is the responsibility of the Library Director to pursue, with assistance from staff, unpaid fines and fees.

This policy shall be reviewed annually.

Circulation - Loan Periods and Renewals

Type of Material	Check Out Period	Item Limits	Renewals*
Audiobooks	28 days	No limit	1 time
Books	28 days	No limit	1 time
DVDs, movies	7 days	7	1 time
DVDs, TV series	7 days	7	1 time
DVDs, non-fiction	7 days	7	1 time
Kits	28 days	Local only	1 time
Magazines	14 days	No limit	1 time
Music CDs	28 days	No limit	1 time
Pamphlets	28 days	No limit	1 time
Video games	28 days	Local only	None

*No items can be renewed if they have been requested by another patron.

When a patron receives a NEW card, they may check out three items at first. When those are returned they may check out materials on the same basis as everyone else.

Staff has the discretion (to be exercised only occasionally) to override the above.

Overdue Materials

Borrowers are responsible for all library materials loaned to them. Fines are assessed for materials returned late to the library. The amount of fine varies with the type of material and its particular status. Fines accrue from the time the materials are due until such time as the materials are returned or the full replacement value of the material has been reached. When an overdue item is returned, the fine ceases to accrue, but remains on the patron's record until paid. No one may check out additional materials when overdue fines have accrued to more than \$10.00.

Patrons will be notified of their overdue items via automated telephone call provided as a service by the Arrowhead Library System.

The Library Board reserves the right to use the services of a debt collector or another entity to pursue the return of overdue materials and the payment of fines.

Access - Library Cards

To receive a library card:

- Anyone may have their own card. Children in preschool must have their cards signed by their parents. Children in Kindergarten or older must sign their own library cards. The library card is FREE
- Group library cards may be issued to daycares, hospitals, or nursing homes. The group is held responsible for any fines or fees associated with overdue or lost items.
- ID required:
 - Adults 18 +: Picture ID or driver's license or library card from another Minnesota library (reciprocity), signature, and proof of current address (may be a utility bill or another person may vouch for the applicant.)
 - Youth 16 – 17: Picture ID (or parental picture ID or driver's license) proof of current address and signature.
 - Children under 14: parental signature and parental picture ID or driver's license and proof of current address.

Library Card Rights:

- Allows holder to use all libraries in the Arrowhead Library System

- Allows holder to use other Minnesota libraries when traveling away from home (reciprocity.)
- Allows holder to request items from their home computers or to access e-books and audiobooks from Overdrive at their home or library computers.
- Allows holder to request items from other Minnesota libraries through MnLINK interlibrary loan.
- A new card holder may check out three (3) items when using the card for the first time. When those three items have been returned the card holder may check out materials on the same basis as everyone else.
- Item limits:
 - Unlimited books, and magazines
 - 7 DVDs at a time
 - 2 video games at a time
 - Staff will have discretion to allow more per individual circumstance
- Renewals: All materials may be renewed once unless the items have been requested by another library patron. Patrons may renew themselves via the ALS website or may call or come in to the library to renew. Staff will have discretion to allow more than one renewal per individual circumstance.

Library Card Responsibilities:

- Please present your library card at each visit.
- Lost library cards should be reported to the library immediately. The first replacement for a lost library card will be free. Additional replacements incur a fee of \$3.00
- Any address or phone number changes should be reported to the library immediately.
- Comply with the library Code of Conduct policy
- Return materials when due
- Payment of fines and fees when levied