

B. Lending Policy

Circulation Periods

Circulating materials to patrons is an important role for the library, and circulation policies are established and enforced to ensure maximum utility of the library collection for present and future patrons. The Library reserves the right to assign and alter the circulation periods as necessary.

1. Books. The majority of books found in the library may be checked out to borrowers in good standing for a circulation period of four weeks. Exceptions to this standard are as follows.

A. Reference Books are unavailable for checkout.

B. New Books may have circulation periods of four weeks or two weeks. Circulation periods will be determined at the time the book is processed, and books with shortened circulation periods will be clearly marked as “14 day” books.

C. Special Collections Items with special status, such as the Minnesota Collection and local history files, may be unavailable for checkout or have an abbreviated circulation period.

2. Periodicals.

A. Magazines. The newest issue of most magazines is unavailable for checkout. Back issues may generally be checked out for two weeks.

B. Newspapers. Newspapers are unavailable for checkout.

C. Bound Newspaper Volumes. Bound volumes of the Daily Journal may not be removed from the library. No staff member is authorized to make exceptions to this policy.

3. Videocassettes and DVDs. The library is not responsible for any damage to patrons’ audiovisual equipment that may result from use of these materials.

A. Owned by IFPL. Videocassettes and DVDs owned by this library have a circulation period of one week.

4. Audiocassettes, recorded books on CD, and children’s read-along packs have a circulation period of four weeks. The library is not responsible for any damage to patrons’ audiovisual equipment that may result from the use of these materials.

5. Juvenile Science Kits and Playaway Launchpads will have a circulation period of two weeks. Patrons are responsible for returning all pieces or will be charged for replacement of the kit. Limit of one kit per card.

6. Interlibrary Loan Materials will have a circulation period determined by the lending library, generally three weeks for items from outside the Arrowhead Library System. Materials from within the Arrowhead Library System will often have due dates similar to this library.

Renewals

Most materials found in this library may be renewed a maximum of one time. However, the following materials usually may not be renewed.

- 1. Materials for which there is a hold waiting.**
- 2. Videocassettes and DVDs**
- 3. Interlibrary Loan materials.**

Overdues

Overdue charges are assessed to reimburse the library for handling costs associated with overdue notices and to encourage prompt return of library materials. Charges do not accumulate on days the library is closed. The charge schedule is as follows:

1. Adult books, Audiocassettes, and periodicals have a three-day grace period during which no fines are assessed. After the grace period expires, charges accumulate at a rate of \$0.25 per day per item, up to a maximum of \$5.00 per item.

2. Children's books, Audiocassettes, and periodicals have a three-day grace period during which no fines are assessed. After the grace period expires, charges accumulate at a rate of \$0.25 per day per item, up to a maximum of \$5.00 per item.

3. Videocassettes and DVDs have a ~~one~~ three day grace period, after which a fine of \$0.25 per day per item is assessed, up to a maximum charge of \$5.00 per item.

4. Interlibrary Loan Materials. Any special fees associated with interlibrary loan items, including overdue charges, will be passed on to the patron.

5. Waiving of Overdue Charges. Patrons may request a full or partial waiver of overdue charges. However, such a waiver will only be granted in the case of such unusual circumstances as family emergencies, dangerous weather conditions, or a similar situation. Given this restriction, patrons should not expect repeated forgiveness for overdue charges. Circulation desk staff are authorized to make decisions on waivers.

6. Maximum Fine Levels. Patrons will no longer be allowed to check out additional materials if their charges exceed \$10.00. Patrons will be denied Internet usage if charges are above \$20.00.

Lost and Damaged Items

- 1. Damaged Items.** Patrons will be asked to pay for all damages to library materials beyond those associated with normal cumulative use (wear and tear). Appropriate charges will be determined by library staff.
- 2. Lost Items.** Patrons who have lost an item will be billed for the cost of the item as it appears on the item record. When such a price is absent from the bibliographic record, a suitable charge will be determined by the director or circulation desk staff.
- 3. Collection Agency.** The library may utilize a collection agency for patrons with an excessive amount (currently > \$50) of lost materials. Patrons will be assessed a \$10 fee for accounts sent to the collection agency.

Loans to Other Libraries

This library makes use of interlibrary loan to meet request from its patrons, therefore it will strive to make its collection available to other library according to the following guidelines:

- 1. New Books.** New materials will usually be available for interlibrary loan. However, Library staff may make exceptions to this rule for items in high demand locally.
- 2. Special Collections.** Fragile or irreplaceable materials may be unavailable for interlibrary loan.
- 3. Reference.** Being unavailable for regular circulation, reference materials will usually be unavailable for interlibrary loan.
- 4. Holiday Videocassette and DVD Collection** is unavailable for interlibrary loan except for special requests outside the Christmas season.
- 5. Games and Kits.** The collection of science kits is for local patrons only. The games for the PS3 and Wii are two-hour checkout with in-house use only, therefore they will not circulate to other libraries and their patrons.

Liability

The library assumes no liability for any loss or damage that may result from the use of library materials or services.