

Silver Bay Public Library Circulation and Fines Policy

Policies and procedures governing the circulation and fines of materials have been approved by the library board of trustees to foster fair and equitable availability of library materials and to reasonably ensure the return of the materials for future use. The library staff strives to implement a consistent, efficient materials circulation procedure. In order to assist borrowers, common circulation standards were agreed upon by many of the Arrowhead Library System libraries effective July 1, 2015. The following is the circulation and fines policy and procedures for the Silver Bay Public Library:

Circulation

- Library cards are free by registering with a photo I.D. (i.e. if I.D. doesn't have a local address then current piece of mail is required) or a current Minnesota library card.
- Most materials are loaned for 28 days. DVDs are loaned for 7 days with a limit of 7 dvds per borrower card. New fiction books, periodicals and music cds loan for 14 days. There is a 3 day grace period on all items. One renewal per item.
- The borrower (or borrower's parent/guardian) is responsible for materials and the accumulated overdue fines whether or not the overdue notice is received. Fines are assessed daily on items overdue, lost or damaged. Unpaid fines may result in blocks.

Borrowing Privileges and Obligations: Fines and Fees

According to Minnesota statute 609.541, retention of library materials is a petty misdemeanor. Violation of this statute becomes the responsibility of the County Attorney's Office. Fines are assessed to encourage the prompt return of library materials. Borrowers will be fined for items returned beyond the due date. All fines are strictly enforced.

- Overdue fines for materials are \$.25 per day with a maximum fine per item of \$5.00 and are imposed immediately for the late return or renewal of items.
- An outstanding balance of over \$10.00 suspends borrowing privileges.
- Borrower accounts with fines between \$10.00 and \$20.00 may pay a minimum of \$1.00 at each checkout, until borrowers account is below \$10.00.
- Borrower accounts with fines over \$20.00 will need to set up a payment plan with the library director or assistant director: minimum of \$5.00 down with regular intervals (monthly, weekly, at each checkout, etc. which will be agreed upon between the borrower & library and paid until borrower's record is in good standing. One checkout will be allowed at each payment made.
- Processing Fees of \$15.00 per item are assessed when an item is billed as overdue, or declared by the borrower to be lost or damaged. The processing fee covers the costs of updating records and if necessary, acquiring and cataloging a replacement copy. Damaged materials may not be replaced by patron.
- Debt Collection fee of \$10.00 is assessed when a borrower account is submitted to the collection agency.
- Lost or stolen card replacement fee is \$2.00. Borrowers are responsible for clearing their account before declaring the card lost.
- Others may pay on another borrowers account but by law will not be told what the fines were for.
- Expired library cards may only be renewed in person with photo I.D. (renewals not allowed over the telephone or online)
- Parent or Guardian borrower record must be in good standing in order for a child to receive a library card OR If parent/guardian card is blocked the minor's card may be used for juvenile items only.
- Fines are payable by check (must show drivers license), money order or cash at the Silver Bay Public Library; credit card or online payments are not acceptable forms of payment at this time.

Library Overdue Notices

- Overdue notices will be sent 14 and 21 days after the due date. A bill is sent for a lost/damaged item and charged the value of the item. If materials have not been returned within 5 months and no communication with library staff, action will be taken via collection agency. A non-refundable debt collection agency fee of \$10.00 will be charged to delinquent accounts submitted to collections.

Interlibrary Loan Materials:

- Interlibrary Loan materials may accrue fines per day/per item at the policy rate of the lending library.
- No fines will be waived from lending libraries. No overrides will be given on Interlibrary loans.
- Interlibrary loan lost or damaged items must be paid for, make checks payable the lending library. Fines \$20.00 and over are sent to the lending library.

Paying Overdue Library Fines

- **Payment by check requires a driver's license (City of Silver Bay policy returned check fee: \$30.)**
- **At the Library Payment** - Payment for fines may be in cash, money order or check payable to Silver Bay Public Library. Make checks to the lending library for an inter-library loan item.
Service Hours: Monday-Thursday: 10:00 a.m. - 6:30 p.m. and Friday: 10:00 a.m. - 6:00 p.m.
- **By Mail:** Payment by check or money order payable to Silver Bay Public Library (unless payment is for lost inter-library loans then make checks to the lending library) may be mailed to: **Silver Bay Public Library, 9 Davis Drive, Silver Bay, MN 55614** 218-226-4331

Prevent fines by: Renewing items online, telephone or dropping items in the book drop. All materials may be placed in the book depository located outside the library entrance.

NOTE: All circulation transactions with customers will be handled with an open, friendly, respectful, helpful and professional manner. Staff will adhere to the principals of confidentiality of library customer records and circulation transactions. All items (books, movies, etc.) designated as "new" will be kept for circulation to local customers for 3 months. After that point, they will be made available for request to patrons from other libraries. Approved and adopted by the Silver Bay Public Library Board of Trustees June 16, 2015.