

## CIRCULATION POLICY

### GOALS

The goals of this policy are to encourage accountability for and the timely return of library materials so that there is optimal sharing of the collection.

It is a further goal of the Aurora Public Library to work with other interested Arrowhead Library System members to attempt to determine common standards which meet the goals and needs of each agreeing library, thus providing a more seamless borrowing experience for library patrons.

### REGULATIONS

#### Library Card:

Patrons must have a library card in good standing (with fines/fees below \$10) in order to borrow materials from the Aurora Public Library. Procedures for obtaining a library card are listed in the Library Card policy.)

#### Holds:

As a member of the Arrowhead Library System and a participant of the Minnesota Borrower Compact, the Aurora Public Library will attempt to fulfill requests for materials either currently checked out or not owned locally first within and then without the Arrowhead Library System.

Patrons may place requests for items not owned by the Aurora Public Library in person, over the phone, by email, through the online catalog (within Arrowhead Library System), or through MnLINK (if not owned by the Arrowhead Library System). Requests for items not available within the state of Minnesota may be placed in person or by phone or email. New/high demand items may have a waiting period, and not all items are available through Interlibrary Loan.

In accordance with the Minnesota Government Data Practices, people residing at the same address may pick up holds for one another unless the card owner has requested that materials be released only to himself or herself.

#### Limits:

- 7 movies per card
- 1 e-reader per card
- Patrons may determine for themselves (or their minor children) how many other items they can use and return within the loan periods.

### Loan Periods:

Loan periods for items owned by the Aurora Public Library are as follows:

- Movies: 7 days (may be renewed one time if no other patrons are waiting)
- Magazines: 14 days (may be renewed one time if no other patrons are waiting)
- New books/audiobooks: 14 days (may be renewed one time if no other patrons are waiting)
- All other items: 28 days (may be renewed one time if no other patrons are waiting)

Loan periods for items owned by other libraries are determined by the loaning library.

Renewals may be obtained by calling or emailing the library, or online.

### Late, lost or damaged materials:

Overdue fees for materials returned late accrue each day the library is open until the item is either returned or renewed. The daily rates are listed in the fines and fees policy.

Patrons are responsible for replacing or paying replacement costs for items they or their minor children have lost or damaged.

Options for satisfying fines and fees are including in the fines and fees policy.

### **ADOPTED:**

Aurora Public Library Board 8/25/15; Reaffirmed 8/28/18