

LEACH PUBLIC LIBRARY CIRCULATION POLICY

PURPOSE: The purpose of the Leach Public Library Circulation Policy is to state the rules regarding the use and borrowing of materials from the Leach Public Library.

PATRON POLICY: The library shall serve all residents of the City of Wahpeton without charge. The Library shall also serve the residents of Richland County, ND and the patrons of the Lake Agassiz Regional Library—Breckenridge, MN without charge. Nonresidents may borrow from the Library upon payment of \$10 for two (2) years. The Library Director shall have the power to waive fees with the review of the Board of Trustees.

PATRON PRIVILEGES AND BORROWING INFORMATION

- A. All borrowers must be registered and must have a valid library card to borrow Library materials.
- B. If a borrower's card is expired and has not had activity for one year, a new application must be completed. Patrons will be required to update vital information yearly, i.e. telephone number, address, email address.
- D. To register for a Library card you must present valid identification. Examples may include current driver's license or state photo identification card, telephone, heat or light bill, signed lease agreement, or NDSCS identification card as long as it has your **current address**.
- E. A patron is responsible for any item that anyone checks out on his or her card. If the card is lost or stolen, the loss should be reported at once by phone, in person, or by email.
- F. Any child under the age of 16 must have a parent or legal guardian present to sign for a library card. The signing parent or guardian must fulfill the identification requirements listed above before a card will be issued and **will assume all financial responsibility**.
- G. If a patron violates any policy or posted rule set forth by the Leach Public Library Director or the Board of Trustees his or her borrowing privileges may be revoked.

DAMAGED MATERIALS CHARGES

- A. Materials returned to the library are checked immediately for damage. If any Library item is returned damaged in any way, the staff reserves the right to charge the patron for the replacement of the of the item or up to \$6.00 if the item is repairable.
- B. Damage is considered to be any wear and tear on Library materials that will make the item less enjoyable for other patrons to use. Examples may include, water damage, food damage, writing on pages, torn pages, etc.

LOAN PERIODS:

- A. Books, CDs, audio books, and kits will be checked out for three (3) weeks. These items may be renewed once by patron online, by calling the library or in person as long as the materials are not on reserve for another person, or if the patron has accrued \$2.00 or more in charges. If patron would like to renew the items for a second time, they must bring the materials into the library to be renewed.
- B. Periodicals will be checked out for three (3) weeks. Consumers Report Buying Guide is considered reference material and does not circulate. The newest issue of any periodical does not circulate. Periodicals may be renewed once for another three (3) weeks unless the periodical is on hold for another patron.

LOAN PERIODS cont.

- C. DVD's and Videotapes circulate for seven (7) days and may be renewed **once** for another two (2) days unless the item is on reserve for another patron or if the patron has accumulated charges of \$2.00 or more. DVDs and Videotapes are for non-commercial home use only.
- *Adults (16 and older) are limited to check out 5 total (of which only may be 3 DVD's) per card.
 - *In instances where a family is checking out together and children have their own library card, a family may not exceed a total of 8 VHS or DVD's.
- Please note:** All DVDs, Videotapes and Audio Books are delicate and care must be taken not to expose these items to extreme temperature: to freezing cold temperatures or to hot sunlight for an extended period of time. The library assumes no liability regarding the use of Library Videotapes or DVDs on home video or DVD players.
- D. Reference, genealogy, local histories, or any book specially marked do not circulate unless directed by the Librarian and then may circulate for only 1 or 2 days.

OVERDUE ITEMS AND REVOCATION OF BORROWING PRIVILEGES

The Leach Public Library expects patrons to return all materials on or before the due date and promptly pay the late fees for which he or she assumed responsibility. Patrons are requested to give the library immediate notice of any change of address, name, phone number or email.

When a juvenile card holder (under 16) has either overdue material or charges over \$2.00, notice of this patron's summary will be attached to the parent's or guardian's record. This summary will automatically restrict borrowing privileges for these users until the overdue items are returned and/or charges are paid. The responsible adult patron may not use another of his or her child's card to check out items until all responsibilities to the library have been fulfilled from all the family's cards.

- A. **Three Week Items:** Items checked out in this category from Leach Public Library are considered overdue the day after the due date. The library grants a twenty (20) day (that is net days the library is open) grace period during which time the patron may return or renew the overdue items. The patron will not incur a late charge during the grace period but will not be allowed to check out additional items from the library. Patrons **will not** receive a notice of overdue items during the grace period unless they have provided a current and accurate email address to the library. Renewals during this time may be done by phone, in person or by email at leachplib@midconetwork.com.

If item(s) are not returned after the twenty (20) day grace period, the library will send a summary bill to the patron either via email or postal mail. This bill will include the replacement cost and a \$1.00 processing fee for each item.

The library will send by Postal mail a second summary bill after another fifteen (15) days which will include an additional \$2.00 processing fee for each item. The second summary bill will inform the patron that, after another six (6) days if the overdue item(s) are not returned and fees paid, a copy of the summary bill may be submitted to the Wahpeton Police Department for collection. Before doing this, the Library staff will attempt to reach the patron by telephone.

- B. **Seven Day Items:** Items checked out in this category from the Leach Public Library are considered overdue the day after the due date. Patrons will receive notice the items are due by either email or telephone call. The library grants a one (1) day (that is net days the library is open) grace period during which the patron may return or renew the item(s) by email or by telephone call for an **additional two (2) days**. Patrons will not be allowed to check out any additional items until the overdue ones are returned or renewed and any late fees are paid.

On the sixth (6th) day, if the items have not been returned or renewed, the patron will receive a summary bill for the replacement cost and will be charged \$1.00 per day to a maximum of \$5.00 until the items are returned. After items are ten (10) days overdue the library will attempt to contact patron, and if there is no response at that time, the summary bill may be submitted to the Wahpeton Police Department for collection.

INTERLIBRARY LOANS

The Leach Public Library is part of the statewide Interlibrary Loan system. Patrons may request materials either through Leach Library staff or may request materials online using their Leach Public Library barcode on their borrower's card providing their library card is in good standing for a fee of \$1.00 per item requested. This fee helps to defray postage when returning the materials.

Materials will be delivered to the Leach Public Library via Postal mail and the patron will be notified by telephone or email when their requested materials have arrived. Loan periods are determined by the loaning library. All borrowed items must be picked up within five (5) days, or items will be sent back to the lending library and the fee will be added to the patron's record. Patrons may request a renewal of the materials through the library; however, it is up to the lending library to allow the renewal or not.

Interlibrary loan materials that are lost, damaged or not returned will be billed to the borrowing patron at a rate set by the Interlibrary Loan System. There are no fines on interlibrary loans. If patrons do not respond to the library's request to return overdue interlibrary loans, the matter may be turned over to the Wahpeton Police Department for collection.

SPECIAL RESERVE

Patrons may request a reserve on any library material that is checked out at the time the patron wants the material as long as the patron's record is in good standing.

When the material is available, the patron will be notified either by telephone or email, and if the material has several other reserves, the patron must pick up said materials within 4 days, or the materials will be given to the next patron on reserve. This is also true if the library staff is unable to contact the patron through telephone or email that there is reserve material available. If either of these instances should occur, it becomes the patron's responsibility to contact the library and re-request the material.

ADOPTED BY THE LIBRARY BOARD
MARCH 19, 2009

DVD-VIDEO CHANGE ADOPTED
BY THE LIBRARY BOARD
MAY 20, 2010

REVISED by Library Director
December 9, 2014