

## 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 a two (2) year period. The Library Director shall have the power to waive fees subject to 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, that borrower will be required to verify and update vital information including telephone number, address, and email address.
- C. To register for a Library card, an applicant must present valid identification. Valid identification includes but is not limited to a current photo ID, Tribal ID or photo ID with proof of current address. Examples include a current drivers' license; state photo identification card; telephone, heat or light bill; a signed lease agreement, or an NDSCS identification card, provided it contains the applicant's **current address**.
- D. The borrower 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.
- E. 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 is issued and **shall assume all financial responsibility for the child**.
- F. Borrowing privileges may be revoked at the discretion of the Library Director and/or the Library Board of Trustees, based on violations of posted Library policies.

### DAMAGED MATERIALS CHARGES

- A. Materials returned to the library are checked 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 item, or up to \$6.00, if the item is repairable.
- B. Damage is considered to be any excessive wear and tear on Library materials that will make the item less enjoyable for other patrons to use. Damages may include but are not limited to, water damage, food damage, writing on pages, and torn pages.

### LOAN PERIODS:

- A. Books, CDs, audio books, and kits may be checked out for three (3) weeks. These items may be renewed twice by a patron online, by calling the library or in person as long as the materials are not on reserve for other patrons, or if the patron has not accrued \$2.00 or more in charges.
- B. Periodicals may be checked out for three (3) weeks. Consumer 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. Newspapers are for in-library use only and may not be checked out.

**LOAN PERIODS cont.**

- C. DVDs circulate for seven (7) days and may be renewed **once** for another seven (7) days, unless the item is on reserve for another patron or if the patron has accumulated charges of \$2.00 or more. DVDs are for non-commercial home use only. Patrons may only borrow four (4) total DVDs per card.

**Please note:** All DVDs, as well as CDs 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 DVDs on home video or DVD players.

- D. iPads circulate for fourteen (14) days with no renewals. Patrons must be 18 years of age with a valid library card and picture ID to be able to check out a library iPad. Please refer to the iPad circulation policy.
- E. Reference, genealogy, local histories, or any specially marked items 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 that patron's summary will be attached to the parent's or guardian's record. This summary will automatically restrict borrowing privileges for both users until the overdue items are returned and/or charges are paid. The responsible adult patron may not use another of his or her children'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 grace period during which time the patron may return or renew the overdue item. 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](mailto: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 \$3.00 processing fee for each item. STEM/Maker kits are an exception. As per the Maker Kit Policy, there is no grace period for these items. \$5.00 will be charged per day, starting on the first day past the due date. Fines will accumulate for three (3) days, after which time the full replacement cost of the kit, plus the late fee, will be charged.

- B. **Fourteen Day Items:** Items checked out in this category from the Leach Public Library are considered overdue the day after the due date. As per the iPad Policy, there is no grace period for these items, and notification will not be given over the phone or through the mail. As set out in the iPad Policy, the late fee for iPads is \$15.00 per day, starting the day after the due date. Once the fine reaches \$300.00, the full replacement cost of the iPad and its components, plus the late fee, will be charged.
- C. **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 grace period during which the patron may return or renew the item(s) by email or by telephone call for an **additional seven (7) 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 ninth (9th) day, if DVDs 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. 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 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 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 before the items due date; however, it is up to the lending library to allow or disallow the renewal.

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.

### **HOLDS**

Patrons may request a hold on any library item 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 item becomes available, the patron will be notified by telephone, and if the material has several other holds, 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 by telephone that requested item(s) is 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

REVISED AND ADOPTED BY THE LIBRARY BOARD  
JULY 25, 2019