Circulation Policy

Leach Public Library

Purpose

The purpose of the Leach Public Library's Circulation Policy is to state the rules regarding the use and borrowing of physical materials from the library, including Interlibrary Loan materials.

Patron Privileges and Borrowing Information

- **ALL LIBRARY PROPERTY IS CONSIDERED PROPERTY OF THE CITY OF WAHPETON.**
- All borrowers must be registered and must have a valid library card to borrow library materials. Library cards are free to residents of Wahpeton and Richland County. Minnesota residents who are Lake Agassiz Regional Library (LARL) patrons have reciprocal privileges with their LARL library card. Nonresident library cards are available for a fee of $10 and are valid for two (2) years.
- If a borrower's card is expired and has not had any activity for at least one year, a new application will be required. Patrons are responsible for keeping their vital information, including phone numbers and addresses, up to date.
- Valid identification must be presented to register for a library card. Examples of acceptable types of identification include, but are not limited to, current driver's license or state issued photo ID; telephone or electric bill; signed lease agreement; NDSCS identification card.
- The card holder is responsible for all items checked out by anyone on his or her library card. If the card is lost or stolen, the loss should be reported to the library as soon as possible.
- Any child under the age of 16 must have a parent or legal guardian present to sign for a library card. The signing adult must fulfill the identification guidelines listed above before a card is issued. The signing adult shall be responsible for overdue, lost, or damaged items checked out by their child.
- If the patron violates any policy or posted rule set forth by the Leach Public Library director or the Library Board of Trustees, his or her borrowing privileges will be revoked.

Loan Periods

- Books, CDs, audiobooks, and magazines check out for three (3) weeks. These items may be renewed twice by calling the library or through the patron's online library account, if the items have not been requested by another patron. Audiobooks cannot be renewed online.
- Technology (iPads, children's tablets, and Maker Kits) check out for three (3) weeks. These items cannot be renewed. Please refer to the iPad and Maker Kit policies for more information about checkouts and fees. There is a limit of only one item from these categories checked out on a card at a time.
- DVDs check out for one (1) week. They may be renewed once, if they have not been requested by another patron. There is a limit of four (4) DVDs checked out on a card at a time.
- Reference, genealogy, local histories, or any specially marked books do not circulate unless directed by the librarian and then may only circulate for 1-2 days.

Overdue Items and Revocation of Borrowing Privileges

The Leach Public Library does not charge fines for overdue items except for iPads, children's tablets and Maker Kits. The Leach Public Library expects patrons to return or renew all materials on or before the due date. Patrons will not be able to use their cards, or cards belonging to family members, for physical checkouts or in the Libby app until overdue items have been returned.

Three Week items (not including Technology):

- Materials checked out in this category are considered overdue the day after the due date. The library grants a twenty (20) day grace period during which time the patron must return or renew the overdue items
- The library will make a reasonable attempt to contact the patron about their overdue item through mail, email, or text. Failure to receive notice does not exempt the card holder from responsibility for paying for lost or damaged materials.
- During this time, renewals may be made by phone, email, online or in-person.
- After the end of the grace period, the late item will be declared lost, and the full replacement cost of the item will be billed to the patron's account.
- When the late item is returned, the item replacement cost is waived.
- If the patron does not return the overdue item/items after being contacted by the library, the Wahpeton Police may be contacted to collect the late item/items.

Three Week Items (Technology only):

- Technology items (iPads, children's tablets, and Maker Kits) are considered overdue the day after the due date. There is no grace period and renewals are not allowed.
- Due to the high replacement costs of these items, fines of $5/day will not be waived upon the return of the items.
- Please refer to the specific item policies for information about fines.

Seven Day Items (DVDs):

- Items checked out in this category have a 5-day grace period. Items may be renewed by phone, email, or in person at this time. DVD's may be renewed for one checkout period of 7 days.
- Once the grace period has been reached, the item will be declared lost, and the full replacement cost of the item will be billed to the patron's account.
- The library will make a reasonable attempt to contact the patron about their overdue item through mail, email, or text. Failure to receive notice does not exempt the card holder from responsibility for paying for lost or damaged materials.
- When the late item is returned, the item replacement cost is waived.
- If the patron does not return the overdue item/items after being contacted by the library, the Wahpeton Police may be contacted to collect the late item/items.

Material Holds

Patrons may place a hold request on any item owned by the Leach Public Library and currently checked out to another patron. By doing so, the patron will receive the requested item before patrons who have not requested the item. Requests may be placed in person, online, over the phone or through email.

When the item is available, the patron will be notified by phone, email or text, based on their preference. Items must be picked up within one (1) week, or the item will be taken off hold or passed on to the next person in the holds queue if there is one. If library staff are unable to contact the patron, the requested item will still only be held for one week. It is the responsibility of the patron to contact the library and re-request the item. Patrons are responsible for maintaining their contact information current with the library.

Interlibrary Loans

Patrons may request items not owned by the Leach Public Library through interlibrary loan. A fee will be applied to defray the item's return postage. This fee is not considered a fine and is subject to current postal rates. These items will be borrowed from another library within the ODIN network. It is possible to request items not held by an ODIN library. Requests may be made in person or by phone. If a patron does not pick up the request before the expiration date on the item, the item will be returned to the lending library, and the patron will incur the Interlibrary Loan fee on their account.

Items are sent to the library through postal mail, and the amount of time it takes for a request to arrive may vary by lending library. Patrons will be notified by phone, email or text when their request has arrived. Borrowed materials may be renewed one time if there are no other requests for that item.

Interlibrary loan materials that are lost, damaged, or not returned will be charged to the borrowing patron at a rate set by the lending library.

Damaged Materials Charges

Damage is any excessive wear and tear on library materials that make the item less enjoyable or difficult to use. Examples include, but are not limited to water damage, writing on pages, torn or missing pages. The library reserves the right to charge the patron for the full cost of the replacement of the item set by the library or replacing the item with a matching item. If the item is repairable, the patron may be charged up to $6 in repair supply fees.

Revised and approved by the Library Board 06/03/2026

Revised 4/11/2024

Approved 6/23/2022