



## LAKE REGION PUBLIC LIBRARY CIRCULATION POLICY

### **Purpose**

The Lake Region Public Library aims to provide and promote the greatest possible use of its collection of books and other materials by the residents of Ramsey County. Therefore, the Library's policies are intended to provide convenient and quick access to the collection. The Library's collection- the books, movies, and other materials- is at the core of our services, and is a substantial investment of taxpayer funds. In order to be good stewards of these funds, it is important that we enforce compensation for lost, damaged, or stolen items. The following policy outlines the rules for **circulation**; that is, the activities around the lending of library books and other materials to users of the Library.

### **Requirements for Library Card**

To obtain an initial Lake Region Public Library card, residents of Ramsey County must complete a Lake Region Public Library Card Application online or in-person at the circulation desk, and present one of the following forms of identification:

- A valid North Dakota driver's license which displays a current address;
- A valid North Dakota state ID which displays a current address; or
- A current government-issued photo ID (military ID, etc.)

If the identification presented does NOT have a current address, the applicant must also present one of the following:

- Bank statement issued within the last 60 days,
- Utility bill issued within the last 60 days,
- Property tax receipt or current rental contract,
- Canceled mail addressed to applicant at current address and postmarked within the last 30 days, or
- Electronic receipts (online or via cell phone), verifying current address.

Applications completed online will still need to be verified in-person with one of the forms of identification listed above. Library staff will also take a photo of each library card applicant for internal verification (i.e., if a card is forgotten, materials can still be checked out using the patron's last name and this photo). These photos are only for internal use and will not be used anytime or anywhere other than for patron identification. Adult cards will have a limit of ten (10) items to be checked out at a time, five (5) of which can be DVDs.

Applicants attending Lake Region State College full-time are welcome to apply for a card at no charge, regardless of residence. This card will be set to expire when the student graduates from Lake Region State College.

Applicants residing outside of Ramsey County are more than welcome to apply for a non-resident library card for \$20.00 per year. This non-resident card allows cardholders full access to library materials and services.



Juveniles ages 5-17 will need to have an account created by an adult (18 and older) who agrees to be the responsible account holder. This adult will also need a library card. Responsible adults are responsible for all fees, fines, and payment for lost or damaged materials charged on the juvenile's library card. Juveniles do not need to have a valid photo ID to obtain a library card. Juvenile cards will have a limit of five (5) items to be checked out at a time, two (2) of which can be DVDs.

Patrons should have no more than one active Lake Region Public Library card at any time. Patrons who have lost their card can obtain a replacement card for a one-time \$5.00 fee. If a patron is found to have more than one card, the patron will be responsible for the fines and fees on each of the cards. In addition, the most recent card issued will be valid and all other cards deactivated.

### **Responsibilities of the Cardholder**

Library cardholders are responsible for the timely return of all items borrowed, as well as all fines, fees, and other charges related to items borrowed with their library card and on their juvenile's card. This includes items borrowed by others with or without a patron's consent, unless the patron has previously reported the loss of their card to library staff. Materials should be returned to the library in the condition in which they were borrowed, and cardholders will be responsible for paying for damaged materials.

It is also the responsibility of cardholders to keep their patron record accurate and up-to-date. Changes of name, phone number, address, and email address should be reported to library staff in a timely manner. Lost or stolen cards should be reported immediately. Cardholders continue to be responsible for the use of their cards until the library has been notified of a theft or loss.

### **Access to Materials**

In accordance with North Dakota Century Code 40-38-07 and Article V of the American Library Association's *Library Bill of Rights*, the Lake Region Public Library does not restrict access to any materials on the basis of a person's gender, race, religion, nationality, socioeconomic status, sexual orientation, or age. Free and open access to the library and its holdings is essential to the role of the public library.

The Lake Region Public Library adheres to the Americans with Disabilities Act of 1990 and makes every attempt to accommodate the needs of persons with disabilities with regard to use of the library facility, access to library materials, and participation in library activities.

The library staff and Board of Directors are charged with the responsibility of providing free and equal access to library materials and services to all eligible people. It is the policy of the Lake Region Public Library that parents and guardians, NOT the library staff or Board of Directors, are responsible for monitoring and approving the selection of materials made by juveniles. Parents or guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children. The library staff and Board of Directors cannot and do not act in loco parentis.



### Loss of Privileges

A cardholder’s access to materials may be limited or blocked due to overdue materials, fines, and/or fees. A card will be blocked from checking out further materials, and services may be restricted, if the cardholder owes fines on lost or damaged items.

In addition, the misuse of library materials or property, violation of library rules and policies, and other misconduct may be grounds for loss of library privileges.

### Checking Out Materials

Library users who wish to check out materials are encouraged to present their library cards for the most efficient service (i.e., use of the self-check kiosk). However, a person who has forgotten their library card may check out library materials if they are already registered for a library card and can verify their identity through a last name, address, or other registration information.

The library staff and Board of Directors encourage borrowers to use their own cards exclusively and not to lend them for use to other persons. Cardholders who allow their library cards to be used by others do so at their own risk. They continue to be responsible for the care and safety of all library materials charged to their cards, as well as for paying fines, replacement charges, and other financial assessments that result from the use of their cards.

### Loan Periods

Most library materials are available to be checked out for home use. Exceptions include items in the reference collection, newspapers, and the most recent editions of magazines. Items circulate for a specified period based on their format, content, and demand. Please see the chart below for details.

Type of Material	Limit	Loan Period	Renewals
Books- New	10	2 weeks	Once
Books	10	3 weeks	Twice
Books- Juvenile	5	3 weeks	Twice
DVDs - Adult	5	2 weeks	Once
DVDs- Juveniles	2	2 weeks	Once
Audiobooks	10	3 weeks	Twice
Magazines	10	3 weeks	Twice
State Park Passes	1	1 week	Once
Reference	N/A	Do not circulate	Do not circulate

The Library Director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format.

### Renewals

Many materials may be renewed up to two times, **so long as they have not been requested by another library user.** Bestsellers often have numerous people on the waiting list and therefore



are frequently not renewable. Renewals may be placed in-person, by phone, or via the online catalog.

### **Inter-Library Loans (ILL)**

Cardholders wishing to access materials not in the Lake Region Public Library's collection may do so by a process called Inter-Library Loan, or ILL. This allows a cardholder to request an item from any other library in the state and have it mailed to the Lake Region Public Library. These requests may be made in-person or via the online catalog. There is a \$3.50 shipping fee assessed on pickup to cover mailing costs. ILL materials are due on the date indicated by the loaning library, and are renewable at the lending library's discretion. Late fees and fines for overdue interlibrary loan items are determined by the loaning library's policies (not Lake Region Public Library).

### **Returning Materials**

Library materials are expected to be returned in good condition and may be returned in the library during open hours or in the book drop at any time. If the book drop is full, cardholders should NOT place items on the ground outside the book drop. Cardholders will be responsible for any damage or theft that might occur should any materials be deposited outside the library book drop.

### **Fines and Fees**

In order for the Lake Region Public Library to most efficiently and effectively serve the community, library users are expected to return all borrowed materials in good condition and on time.

No late fees will be assessed for overdue items. However, borrowers will be required to pay replacement costs for damaged or lost items..

Borrowing privileges will be temporarily suspended when the lost and/or damaged fines are assessed on a patron's library account. Borrowing may resume when materials are returned and/or fines are paid.

Overdue notices are sent via email as a courtesy from the Lake Region Public Library. Cardholders are still responsible for the timely return of materials, payment of fines, or replacement costs of lost materials whether or not the email notice has been received.

Library fees should be paid at the Lake Region Public Library. Cardholders may pay all or a portion of their fines and fees. A cardholder may be blocked if related family members' cards are blocked.

**Please be aware that any fine not paid within 60 days of the assessment date may be assessed an additional \$10.00 administration fee and turned over to a collections agency.** If a fine is paid directly to the Lake Region Public Library, or if an item marked as lost is returned



after being turned over to a collections agency, the \$10.00 administration fee will still be in effect.

### **Lost/Damaged Items**

Library cardholders will be held financially responsible for materials checked out on their card which are lost or damaged to the extent that they cannot remain in the library's collection. No charges will be assessed for normal wear and tear. **For lost or damaged materials, cardholders will be required to reimburse the library for the cost of the item.** After all applicable fines are paid, the patron's library card will be cleared and once again be in good standing. For damaged materials, the patron may elect to keep the damaged item once all fines are paid.

Items which are damaged but repairable may be assessed a materials fee at the discretion of library staff. When the library is able to replace a part of a lost or damaged item (e.g. one disc of an audiobook), the patron will be assessed a charge based on the replacement fee rather than the purchase price of the entire item.

### **Confidentiality**

The Library Board of Directors recognizes its responsibility to protect the privacy of each patron concerning personal records relating to use of library materials. Any library record which includes a library user's name or information sufficient to identify a user, together with the subject about which the user requested information, is exempted from the public records disclosure requirements of NDCC 44-04-18 pursuant to NDCC 40-38-12 and shall not be made available upon request of any person other than the library user.

However, library records will be released when required pursuant to a court order or subpoena. Only the Library Director or their representative is authorized to do so. In addition, under the USA Patriot Act guidelines of May 30, 2002, any information posted on the internet, sent by email, or otherwise stored electronically in libraries or elsewhere is subject to scrutiny by law enforcement agencies without notification.