

## **CIRCULATION POLICY**

### **Purpose**

The following policies are necessary for accurate tracking of Kidder County Public Library materials to ensure fair access for all patrons. The Library Board and Library Director reserves the right to discontinue service to anyone abusing the library privileges as provided for by NDCC Section 4-38-07.

### **Loan Items**

Audio Books, Board Games, CD's, Park Passes, and General Collection Materials are available for loan.

### **Loan Periods**

- 14 days- Audio Books, Books, CD's
- 1 per card- Board Games
- 1 per family- Park Passes

### **Renewals**

A one-time renewal for all materials will be granted over the phone or in person at the Library on materials that are currently not on hold for another person.

### **Lending Policies**

Kidder County Public Library card holders who are in good standing, may have up to 10 items checked out on their library card in any combination in accordance to the item circulation limits below.

### **Item Circulation Limits**

- 10 per card- Audio Books, Books, CD's, DVD's
- 1 per card- Board Games
- 1 per family- Park Passes

### **Non-Lending Items**

The following items are not available for checkout and must be used at the Library. Photocopies can be made when possible.

- Archive Materials
- County Atlases (current and older editions)
- Magazines and Newspapers
- Ready Reference Materials
- Any item not yet cataloged.

### **Hold Requests**

A hold request may be placed on up to fifteen Library materials at a time. You will be notified when your requested material(s) are available. You will have 7 days from when you receive this notice to pick up your material(s) before they will move on to the next person in the hold queue. Hold requests may be placed online, in person, or by calling the library. Availability of online hold requests cannot be immediately guaranteed.

### **Returns/Overdue Items**

- Library patrons assume all responsibility to return Library materials borrowed on or before the date materials are due. If the patron has not returned the materials on time, they have violated a policy established by the Library Board and are subject to any charges resulting from a violation of the policy.
- The Library has no responsibility to send an overdue notice. The notice is sent because materials have not been returned according to the established Library Policy. Patrons receive notification of overdue materials via email, text or mail. In accordance with the following schedule:
- Overdue 14 days, 30 days, 45 days, 60 days
- Overdue 90 days- patron placed on restricted status
- Materials will not be due on days the library is closed but will be due on the next day the library is open.
- Library Patrons will pay any charges accrued on the account for lost items, or charges for damaged items. If a patron owes more than \$10 in charges, all library privileges will be suspended. The patron will be required to pay the balance before privileges are returned. Suspension of privileges includes circulation, computer usage, database access, interlibrary loan, and any other activity where use of a library account in good standing is required.
- Patrons will not be charged service charges for late materials.

### **Lost/Damaged Materials**

Patrons will be billed for lost or damaged materials in the following manner:

- All charges for damaged and lost materials will be determined by the Library Director upon individual evaluation.
- Patrons are responsible for the replacement cost of an item that has been lost or damaged beyond repair.
- If part of an item is lost, the patron will be charged the cost replacement if the part can be replaced. If the part cannot be replaced, the patron will be charged the cost of the entire item.
- Once an item has been paid for, no refunds will be issued.
- Lost Interlibrary loan items are covered under the Interlibrary Loan Policy.

\*Electronic checkouts are not included in this policy. Check individual databases for rules and regulations.

Adopted

September 2023