

1. Library Card

All patrons must possess a library card in order to check out materials. Patrons may present the library card, driver's license, or state identification. Alternately, they can provide a library card number or driver's license number plus one piece of personal information from the patron record as requested by the library staff as valid identification to inquire and utilize their library account.

2. Loan Periods, Fee and Fines schedules

Checkout periods, restrictions on quantities, and limits on renewals will be determined by collection size, patron demand, and equity of sharing resources. The library endeavors to loan all material freely, however some collections may require a rental fee. The rental fee will not exceed \$1.00 per loan period per item. All other fines and charges still apply. The maximum overdue fine is \$5.00 per item. A schedule of loan periods, fees and fines will be available to patrons when they receive their library card and be posted to the library's website.

3. Renewals

Materials may be renewed at the library, over the telephone, or on the library's website. The patron renewing items over the telephone must give their library card barcode number plus one piece of personal information contained in the patron record at the request of the library staff in order for library staff to access the patron's account.

4. Overdues

All patrons are expected to return library materials by the date they are due or to ask to renew items. By returning items on time, patrons make it possible for other patrons to use them.

Reminder notices will be sent to patrons when items are overdue. Materials may be renewed as specified in the renewal section of this policy. When an item is 30 days overdue it will be considered lost and the patron will be charged the price of the item. Long overdue accounts may be turned over to a collection agency and are subject to an additional \$10.00 collection fee. However, if the patron returns the item prior to the collection step they will only be charged the maximum fine for the item.

5. Suspension of Fines

In the event of an emergency situation (flood, fire, pandemic, etc.) the Library Director, with the approval of the Board, may suspend the accrual of fines and/or forgive accrued fines.

6. Suspension of Borrowing Privileges

Patrons may not borrow library materials if privileges have been suspended. Privileges may be suspended for the following reasons.

- a. When the patron or a family member connected to their account has more than six

- items overdue, or
- b. When the patron or a family member connected to their account has \$5.00 or more in outstanding fines or fees for materials that have been returned, or
 - c. When the patron or a family member connected to their account owes for lost or damaged materials.
 - d. Chippewa River District Library participates in a shared automation system with its partner libraries. A patron who is not in good standing at a partner library will not be allowed to check out library materials from Chippewa River District Library until good standing is restored.

Exceptions to suspending privileges due to reasons B or C above can be made when the patron shows good faith by making payment on an existing fine or bill. Suspension will remain in effect until paid or resolved.

7. Vacation Loans

Vacation loans are available year-round to all library cardholders. A reasonable amount of materials may be checked out for up to six weeks with NO renewal option. DVDs and High Demand Books cannot be checked out on a vacation loan. All other types of materials are left to the discretion of the librarian.

8. Teacher Loans

A separate borrower's card may be issued to teachers upon proof of employment. Teachers may borrow up to 30 books for up to six weeks for use in the classroom with NO renewal option. Certain library collections are excluded from check-out with a Teacher Card.

Approved: September 7, 1993

Amended: March 1, 1994, August 14, 2000, February 12, 2001, October 14, 2002, March 10, 2003, September 16, 2005, May 12, 2008, September 14, 2009, June 16, 2010, November 11, 2010, June 21, 2011, September 18, 2012, April 16, 2015, June 21, 2015, August 18, 2020, April 19, 2022

ADDENDUM

Loan Periods, Fee and Fine Schedules

What can be checked out?	For how long?	Is there a limit?	What is the overdue fine?	What is the maximum fine?
General and large print books	21 days	No	.05 per day per item	\$5.00 per item
High demand books All new adult fiction and new adult non-fiction with 5 or more holds No renewal, 7 day hold shelf	14 days	4	.05 per day per item	\$5.00 per item
Magazines, Pamphlets, State Documents Current magazine issues may not be checked out	7 days	10	.05 per day per item	\$5.00 per item
Videos	7 days	10	.05 per day per item	\$5.00 per item
DVDs	7 days	4	.05 per day per item	\$5.00 per item
CDs (including language sets and children's read-a-longs)	21 days	10 titles	.05 per day per item	\$5.00 per item
Laptops	4 hours	1	.05 per hour	
Portable Devices	21 days	1	.05 per day	\$5.00 per item
Rental Books Fee: \$1 rental fee per item pre-paid	7 days	No	.05 per day	\$5.00 per item
Headphones (in-house use only)	1 day	1	\$5.00 per day	\$5.00 per item

Hold Requests

All circulating items (except for rental books), may be placed on hold either in person at the library, over the telephone or on the library's website. A limit of 4 hold requests may be placed at a time. Patrons will be notified when requested items become available. Items will be held for pickup for 7 days.