

BORROWING POLICIES

RECIPROCAL BORROWING

Zumbrota card holders may borrow books and materials from all SELCO library and bookmobiles in accordance with SELCO reciprocal borrowing agreements and local library regulations. All cards from SELCO member libraries will be honored at the Zumbrota Library.

The Zumbrota Public Library participates in the Minnesota Library Borrowers Card Compact. All cards from other participating libraries will be honored in accordance with the rules of the compact. (Copy appended)

NON-RESIDENT BORROWERS

People who do not live in the Zumbrota area should apply for a card from their nearest public library, unless they plan to use the Zumbrota Library as their main or "home" library. People who do not live in the SELCO region and do not hold a card from a Minnesota compact library may purchase a card for an annual fee of \$40.00.

HOMEBOUND BORROWERS

Library customers who are temporarily or permanently homebound due to physical disability may request delivery of library items to their home.

When the first request is made, library personnel will ask:

1. whether there is a family member or neighbor or home health aide who runs errands for the disabled person
2. the nature and duration of the disability
3. the type of library material desired
4. how often deliveries are desired
5. whether the person has a current library card
6. detailed directions to the home

If the homebound person has no library card, they may fill out a registration form on the first delivery.

Deliveries will be made no more frequently than every other week.

Deliveries will be made no further than a 10 mile radius from the library.

Library staff who make out-of-town homebound deliveries will be paid mileage at the rate set annually by the City Council.

INTER-LIBRARY LOANS

The Zumbrota Public Library will inter-library loan materials within the region in accordance with SELCO inter-library loan policy.

There may be a charge for inter-library loans outside the SELCO region or outside the state of Minnesota. Any inter-library loan charges will be paid by the patron placing the request.

BOOKS

Books may be borrowed for a period of two weeks, and may be renewed two times, except for materials on reserve or items in demand as specified by the librarians.

Patrons may request a longer loan period on books than two (2) weeks, which may be granted at the library staff's discretion.

PERIODICALS

Magazines may be borrowed for two weeks, and may be renewed two times. Periodicals are not loaned for the most current date of issue.

COMPACT DIGITAL DISCS

Music CDs may be borrowed for two weeks and may be renewed two times. There is a limit of ten (10) CDs checked out at one time.

Books on CD may be borrowed for two weeks and may be renewed two times.

AUDIO CASSETTE TAPES

Books on cassette may be borrowed for two weeks and may be renewed two times.

VIDEO TAPES AND DISCS

1. Feature film/entertainment videos circulate for two weeks.
2. Educational/documentary/non-fiction videos circulate for two weeks.
3. Television series sets circulate for two weeks.
4. Videos may be renewed two times. There is a limit of seven (7) videos checked out at one time.
5. Patrons must have a Minnesota driver's license or valid Minnesota ID card in order to check out videos.
6. Patrons are requested to rewind video tapes before returning them.
7. Copyrighted videos may not be used for public group showings unless the library has been granted public performance rights.

AUDIO-VISUAL EQUIPMENT

The video tape projector may be used by groups in the meeting room only. It is not available for use by individuals or outside the library. Library staff will demonstrate its use and check it for damage after use.

The digital projector may be used by groups in the meeting room or outside the building. When borrowing the projector for use outside of the building, non-profit organizations may use the projector at no charge, and for-profit organizations or individuals may use the projector for a fee of \$50.00. Use of the projector outside the library building requires a signed contract kept on file at the library.

The library reserves the right to deny use of audio-visual equipment to any group for any reason.

No one under age 16, or without a valid Minnesota driver's license or valid Minnesota ID card, may use audio-visual equipment.

RESERVES

The library will accept reserve requests for materials and equipment. Any item on reserve may not be renewed.

REFERENCE MATERIALS

Certain reference materials are non-circulating and are clearly marked as such.

OVERDUES, FINES AND CHARGES

Fines will be charged for overdue materials as follows:

- \$.20 per day for all children's books and magazines
- \$.20 per day for all adult books and magazines; and for all audio materials, including records, CDS, cassette tapes, and tape/book-kits, both adult and juvenile.
- \$.20 per day for all videos.

Fines for overdue materials have a grace period of two days.

Maximum per item overdue fines

Overdue charges shall not exceed the cost of the item.

The patron **fine limit for checking out materials** will be \$10.00. After a patron owes \$10.00 or more, no check-out will be allowed until the fine is reduced.

Lost materials

Lost materials will be charged to the patron at retail price. If the cost is not available, lost materials will be charged at an average retail price, or \$5.00, whichever is higher.

There will be no refunds for lost items paid and subsequently found.
If a borrower purchases a replacement for a lost item, a processing fee of \$5.00 will be charged.

Damaged materials

Damaged materials will be charged to the patron at retail price. If the cost is not available, lost materials will be charged at an average retail price, or \$5.00, whichever is higher.

Damaged materials are defined as materials which would not be placed in use after return. This includes, but is not limited to:

- Books with water damage to the extent pages do not sit evenly;
- Books with water damage which has caused mold;
- Books missing a dust jacket;
- Books with scribbles or writing which detracts from the content;
- Multi-part items with a part or parts missing, such as audio books, book/audio combos, etc.;
- Audio items missing box liners or information booklets;
- Videos missing box liners;
- Periodicals missing covers or pages.

Patrons may keep damaged items for which they have paid.

If a patron brings a new copy of the damaged item to the library as a replacement, there will be a \$5.00 processing fee.

Disc damage requiring repair

If an audio or video disc is returned with scratches, spills, fingerprints, etc., which can be repaired by library equipment, the borrower will be charged a repair fee of \$1.00 per disc.

Item Requests

There is no charge for placing or filling a request.

There will be a charge of \$2.00 for interlibrary loan requests filled, but not picked up by the patron.

There will be a charge of \$1.00 for reserve items not picked up by the patron.

Patrons may avoid these charges by calling the library to state they no longer need the item.

Forgiveness of fines or charges

Library staff will have the option to forgive or reduce fines according to their judgment.

Exemptions from fines

The Library Board may grant fine exempt status on a case-by-case basis. Institutions or individuals may petition the Board for fine-exempt status by using the application form found in the appendices to this policy.

All homebound individuals are exempt from fines.

Fees for services

Disc Repair

Audio or video discs repaired for other libraries or individuals will be billed at \$1.00 per cleaning.

PATRON ACCESS COMPUTER USE

RESERVATIONS

1. Patrons may reserve PC time by phone or in person, no more than a week in advance.
2. Reservations may be made for a 2-hour block of time for word processing, using databases or spread sheets, etc.
3. Reservations may be made for a 45 minute block of time for Internet use..
4. Reservations may be made for a 45 minute block of time to play games on the PCs in the children's area.
5. Reservations may not be made to play games on adult area PCs.
6. A reservation may be forfeit if the patron is 5 or more minutes late.
7. A patron may not reserve a PC for more than 3 sessions per week; however, if the computer is not previously reserved, a patron may use it as often as it is open.

To use the children's PCs, children younger than 3rd grade must either have an adult or older child with them, or have demonstrated an ability to use a PC on their own.

Patrons using adult PCs must be at least 12 years of age.

No more than two persons may be at any one PC in the adult area.

No more than three persons may be at any one PC in the children's area.

SOFTWARE AND HARD DISK DRIVES

All software on disks and all software manuals must be checked out prior to use. No software may be taken from the building.

Patrons may not install any software on a hard disk.

Patrons may not save files on a hard disk. Any files left on a hard disk will be erased by library staff.

COSTS TO PATRONS

Use: There is no charge for PC use.

Printing: 10 cents per page, plus tax for black & white
\$1.00 per page, plus tax for color

Blank disks: There is a \$2.00 charge, plus tax, for blank disks.

STAFF OBLIGATIONS

Library staff will check out software and software manuals to patrons.

Library staff will assist patrons with an initial introduction to the hardware setup of library PCs.

Staff will not assist patrons with running a program. Patrons not familiar with available programs must use software manuals to learn the program.

INTERNET CONTENT

The internet, as an information resource, enables the library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. Providing connections to global information, services, and networks is not the same as selecting and purchasing material for a library collection. Some information accessed electronically may not meet the library's selection or collection development policy.

While the internet in its unregulated form offers access to a wealth of materials that is personally, professionally and culturally enriching, it also enables access to some materials that may be inaccurate, slanted, offensive, disturbing and/or illegal. Although the library employs an Internet filtering service, it is impossible for any organization to control or even successfully monitor the vast amount of material accessible from computers and networks via the net. Therefore, individual users must accept responsibility for determining the content and suitability of internet sites they use.

The library affirms the right of each individual to have access to constitutionally protected material via the internet. Library staff will, on request of a PC user 18 or older, turn off the Internet filter. However, users must be aware the public library is, indeed, a public place; they must take care not to display graphics on monitors which would be deemed illegal due to obscenity, content which may be harmful to minors, or content which may be sexually harassing to others in the library.

Parents have a right and responsibility to monitor their children's use of library materials and resources. Parents are welcome to share internet use with their minor children.

LIMITS OF LIABILITY

The Zumbrota Public Library cannot and does not assume liability for the use or misuse of its internet workstations, including the hardware and software associated with the computer system. Patrons using the computer are responsible for their own actions. Patrons specifically agree that they will not use the system for any unlawful purpose or in violation of any state or federal law, including, but not limited to: software piracy, copyright infringement, public display of obscene materials or materials harmful to minors.

Users should be aware that internet security is difficult if not impossible to achieve and electronic transactions and files could be intercepted or read. The Library does not assume liability for any credit transactions over the internet which are intercepted, or for any personal information posted on the internet which is read and misused by an unauthorized party.

CONDITIONS OF USE

1. Internet workstations may be used under the terms and conditions of PC use set forth above, with the following exceptions:
2. Single-user Internet connections are limited to 45 minutes per continuous session.
3. Users assure the Library they will use the Internet for legal purposes only.
4. Users will not download files without making prior arrangements with library staff.
5. Users will not display material on monitors in the library which is illegal, harmful to minors, or offensive enough to be perceived as harassment.
6. The library cannot provide in-depth training on demand, nor can it guarantee a staff member with knowledge of Internet browsers will always be on duty.
7. Individual e-mail accounts are not available through browsers provided by the library.
8. Chat groups are not appropriate to the research use of this facility. Patrons must agree not to use library PCs for chatting.

The following agreement will appear on the check-out card for each internet PC:

By checking out this library PC, I agree not to:

1. Violate copyright law by
 downloading files protected by copyright, including voice files and photographs;
 printing more than one copy of a full-text article;
 attempting to copy or download copyright software, etc.
2. Display graphic material which by definition under MN Statute 617.241, is obscene.
3. Display graphic material which the general public in the Zumbrota area would consider harmful to minors.
4. Send harassing or threatening messages or materials over the internet.
5. Use library internet connections for chatting.

And I will:

1. Leave the workstation after 45 minutes on the internet or 2 hours using other software if another person is waiting for a PC.
2. Pay for any copies I have printed on library equipment.

Anyone violating this agreement will be asked to leave the workstation immediately.

BUILDING

SMOKING

The Zumbrota Library does not allow smoking in its facility.

HOLIDAYS CLOSED

The library will be closed the following holidays:

New Year's Day	Labor Day
Martin Luther King Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day

If New Year's Eve falls on an evening when the library is scheduled to be open, the building will close at 5:00 p.m.

MEETING ROOM

Use of the room

The meeting room is open for use to any organization on a first come, first served basis or to any individual sponsor for educational purposes.

No reservations will be taken for more than 12 months in advance; if more than two sessions are reserved in advance, they must be paid in advance to hold the room. If a cancellation is made less than two weeks prior to the date scheduled, the group/sponsor will be asked to pay the rental fee. A fee upon cancellation may be waived at staff discretion in case of inclement weather.

The meeting room may not be used for religious worship, or to promote any single set of religious beliefs to the public.

The meeting room may not be used for commercial purposes, such as craft or bake sales. Any items offered for sale during a meeting must pertain to the topic of the meeting, and be for sale only to the attendees of the meeting on that day.

Literature may be distributed within the room and to attendees only.

No items may be attached to the walls.

Tenants must use markers provided by the library to avoid damage to the marker board.

Equipment and furniture

A request form must be filled out on the day the room is reserved. The form will detail available equipment and furniture, and the tenant will state the amount of furniture and type of equipment necessary.

Library staff will remove requested equipment and furniture from storage on dollies. Set-up will be done by the tenant. Library staff will put furniture and equipment away.

Fees

Officially appointed city boards and committees will pay no rental fee, nor will meetings or events sponsored in part by the library.

Non-profit organizations will be charged a rental fee of \$15.00 to cover utilities and services for every four hours of use.

For-profit organizations will be charged a rental fee of \$35.00 for every four hours of use.

In the event a reservation is canceled, the fee is not refundable.

Lost keys will be charged at \$75.00 for a re-keying fee.

UNATTENDED CHILDREN

A responsible adult or caregiver must accompany any child under the age of 10 years old while he/she is using the Library, for the child's safety and comfort. A caregiver is defined as any individual 16 years of age or older who has the authority and responsibility to care for a child by the child's parent or legal guardian. The Library does not act *in loco parentis* (in place of parents) and Library staff does not have the authority to take responsibility for unattended children. A child must be accompanied by a parent, legal guardian, or caregiver at all times inside the building. If an unattended child calls attention to him/herself, Library staff will attempt to locate the parent/caregiver in the library and inform him/her of the policy. If the parent/caregiver is not present in the building or cannot be reached by telephone, the local Police Department may be asked to intervene. Parents, legal guardians, caregivers, and children who are in violation of this policy are subject to suspension of library privileges.

MILEAGE

Mileage will be paid to staff and board members attending required or approved meetings at a rate set periodically by the Zumbrota City Council.

COLLECTION DEVELOPMENT

The collection development policy is a reflection of the library's standards as stated in the American Library Association's "Library Bill of Rights" and "Freedom to Read" statements.

SELECTION OF MATERIALS

Selection will be made by examination of reputable review and digest publications. Materials will be purchased on the basis of their artistic merit, accuracy of information presented, objectivity, or the balance they may contribute to the collection as a whole.

Selection may also be influenced by popular appeal or an indication of interest by patrons.

Materials selected may be limited by:

- Budget
- Space available
- Physical make-up of material
- Balance of total collection

MOVIES

Movie selection will be made in the manner stated above, with the following additions.

Development of the movie collection will have emphasis in these areas:

- Classic films and classic books into film
- Documentaries and "how-to" movies
- Children's programs

Audience ratings of the motion picture industry are considered a guide for viewers. These ratings will not influence the shelving location of movies.

GIFTS

Gifts of books and other materials are accepted, but without commitment as to final disposition and with the understanding that they are not necessarily to be added to the collection. The same criteria used for the selection of other materials will be used in evaluating gift materials.

Receipts for income tax purposes indicating the number of items and the date of the donation may be given by the librarian when requested. The library cannot assign a value to these items.

Money donated for the purchase of library materials or equipment will be acknowledged by a letter of thanks, a book plate, label, or sign identifying the donor, and, if appropriate,

a news release. The library encourages donors to place as few restrictions as possible on funds in order to permit the most flexible use of donations for the enrichment of the collection. Funds may only be restricted upon approval of the Library Board of Trustees.

The Library Board and the City Council have the final responsibility for approval of all donated materials and funds.

WITHDRAWAL OF MATERIALS

To maintain quality service, books and materials that are outdated, worn out or non-circulating shall be withdrawn yearly by library staff. Replacement of materials shall be on the basis of demand, circulation and collection balance.

Patrons may request withdrawal of items they feel are unsuitable for the collection. A withdrawal request may be initiated by filling out the form "Complaint concerning library materials." [appended]

The librarian will contact the patron within three days to set up an appointment, during which the form "Statement of concern about library resources" [appended] will be filled out in conference between the librarian and the patron.

If the patron still desires withdrawal after this conference, members of the Selection Committee of the Board of Trustees will be asked to make a determination of suitability.

The patron may also petition the full Board for a hearing.

Last amended:

March, 1998

May, 2000

July, 2000

July, 2001

May, 2002

June, 2002

June, 2004

August, 2005

December, 2005

July, 2007

February, 2008

October, 2008

November, 2008

July, 2010

April, 2011 (Video Policy)

December, 2012 (Projector Policy)