

## **BORROWING POLICIES**

**Purpose:** To articulate the underlying principles for lending library materials and establish certain fees and procedures related to lending

**Reviewed/Revised:** April 2015, September 2017, February 2022

**Related Documents:** Projector Agreement Contract; Institutional Registration Form; Adult Registration Form; Juvenile Registration Form; Application for Fine Exemption; Minnesota Library Reciprocal Borrowing Compact

### ***REGISTRATION***

All borrowers must be registered and have a valid system patron card to borrow library materials. Patrons must fill out and sign an application form to register for a new library card. This form shall require a signature and outline the responsibilities of the patron in regards to library materials usage.

A Minnesota driver's license or Minnesota State ID card with a current address is required for adult registration. Any other official ID along with a recent non-personal piece of mail is acceptable for temporary registration purposes. Patrons that are unable to meet the registration requirements, such as new residents without a Minnesota ID, may still obtain a card and borrow up to three items until both full proof of address and a valid ID are provided. Non-residents (individuals not residing or owning property in Minnesota) may obtain a library card for an annual fee of \$50.00.

Applicants under 16 years of age must have a parent or legal guardian present to give their consent on a signed registration form before a new card can be issued. A parent or legal guardian applying in this manner must meet the same requirements for an adult registration as outlined above. A signature is not required for children who are renewing cards.

All library cards expire after 3 years and must be renewed. Upon renewal, Library Staff will verify that the patron's information is still current.

### **Lost or forgotten cards**

If a patron loses his/her library card, he/she should notify the library as soon as possible and request a replacement. The library will provide one free replacement card. Additional lost cards will be replaced for a \$1.00 fee.

All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. An individual who repeatedly ignores this expectation may be denied the privilege of checking out materials until they present their card at the library.

### ***BORROWING PRIVILEGES***

The library will serve all residents of the community and the public library system area. Service will not be denied or abridged because of religious beliefs, race, national origin,

sex, gender identity, sexual orientation (includes LGBTQ status), age, or economic status; or because of mental, emotional, or physical condition.

The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

### ***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 Reciprocal Borrowing Compact. All cards from other participating libraries will be honored in accordance with the rules of the compact.

### ***HOMEBOUND BORROWERS***

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

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

- Whether there is a family member or neighbor or home health aide who runs errands for the disabled person
- The nature and duration of the disability
- The type of library material desired
- How often deliveries are desired
- Whether the person has a current library card
- 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 IRS standard mileage rates for business entities.

### ***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.

Items received on inter-library loan from other libraries will follow the loaning library's policies for the loaned material, including, but not limited to, fine rates and due dates.

### ***BOOKS***

Books may be borrowed for a period of two weeks. Books may be renewed two times, except for materials that have been requested by other Zumbrota Public Library patrons. Items requested by patrons at other library locations may still be renewed.

Patrons may request a longer loan period on books. Such requests may be granted at the Library Director or Assistant Director's discretion.

### ***PERIODICALS***

Periodicals may be borrowed for a period of two weeks, and may be renewed two times, except for materials that have been requested by other Zumbrota Public Library patrons. Items requested by patrons at other locations may still be renewed.

### ***COMPACT DISCS (CDs)***

Music CDs may be borrowed for a period of two weeks, and may be renewed two times, except for materials that have been requested by other Zumbrota Public Library patrons. Items requested by patrons at other locations may still be renewed.

Books on CD may be borrowed for a period of two weeks, and may be renewed two times, except for materials that have been requested by other Zumbrota Public Library patrons. Items requested by patrons at other locations may still be renewed.

### ***VIDEO DISCS***

Video discs may be borrowed for a period of two weeks, and may be renewed two times, except for materials that have been requested by other Zumbrota Public Library patrons. Items requested by patrons at other locations may still be renewed.

There is a limit of twenty-five (25) video discs checked out at one time by a single library cardholder.

Video discs may only be checked out on adult borrower cards.

### ***AUDIO-VISUAL EQUIPMENT***

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 person without a valid Minnesota driver's license or valid Minnesota ID card may use audio-visual equipment.

### ***NON-CIRCULATING MATERIALS***

At the Library Director's discretion, certain materials or collections may be designated as non-circulating. Upon approval by the Library Director, these materials may be loaned outside the building on a limited basis

### ***OVERDUES, FINES AND FEES***

Fines will be charged at \$.20 per day for all overdue materials.

Overdue materials have a grace period of two days before fines begin accruing.

Overdue charges shall not exceed the original retail purchase price of the item.

The patron **fine limit for checking out materials** shall 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 the original retail purchase price.

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 to cover materials and staff time for re-processing

### **Damaged materials**

Damaged materials will be charged to the patron at the original retail purchase price.

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 borrower purchases a replacement for a damaged item, a processing fee of \$5.00 will be charged to cover materials and staff time for re-processing.

### **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.

### **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 for Fine Exemption form.

All homebound individuals are exempt from fines.

All Library Staff and Library Board Members are exempt from fines.

### **Fees for services**

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