

## REGISTRATION/CIRCULATION POLICY

Any resident with an address within the Lake Agassiz Regional Library region, with the exception of those residing within the city limits of East Grand Forks, regardless of age, who shows an acceptable proof of address, may register for a library card at any LARL agency.

- Persons who own real property in the region and provide proof of such, even though they reside elsewhere, are eligible for a library card. Library cards may also be issued to all members of their families living at the same address. A note will be added to the customer's record stating that the customer owns property in the LARL region.
- Students enrolled at schools and colleges who reside in the region and provide proof of such are eligible for a library card.
- Nursing homes, hospitals, retirement centers, prisons, businesses, childcare providers and other agencies with an address within the region may apply for borrowing privileges for their institutional library needs.
- Residents who are unable to visit the library due to physical or other disability and live within the region, may apply for borrowing privileges for their homebound library needs.
- Non-residents with a current valid library card from a library which has a reciprocity agreement with LARL will be entitled to limited library use.
- Non-residents not otherwise eligible for a library card may apply for a Fee Card by payment of an annual fee. This card entitles the person, and members of their immediate family living at the same address, use of the library for one year from date of issue. Fee Card customers are entitled to limited library use. East Grand Forks residents are eligible for this type of card.

Customers are responsible for materials checked out on their library card and for all charges incurred. Borrowing privileges are suspended if a certain threshold of overdue materials or service charges are reached. It is the responsibility of the customer to notify the library of changes in name, address or other registration information, or of a lost library card, which can be replaced for a service charge. Replacement library cards invalidate previous cards.

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## **LOAN PERIODS**

### **In Library Use Only**

Newspapers, some magazines, and reference materials. 1 day loan will be considered on a case-by-case basis.

### **7 days (1 week)**

DVDs

High demand materials, including EXPRESS! Collection

### **21 days (3 weeks)**

Books

Sound recordings (including audiobooks and music)

Magazines

Inter-Library Loan items

### **28 days (4 weeks)**

All materials to Institutional and Homebound customers

## **RENEWALS**

Most items may be renewed once, but not if there is an outstanding request for a particular item.

## **REQUESTS WITHIN THE LARL/NWRL SHARED CATALOG**

- Customers may request circulating items in the shared catalog.
- All requests are good for 1 year/365 days from the date of request.
- All items waiting for customer pickup will be held for no longer than 7 days.

## **RESTRICTIONS AND BORROWING LIMITATIONS**

- LARL supports the Library Bill of Rights and the Free Access to Libraries for Minors, an interpretation of the Library Bill of Rights.
- Limits on materials are set by the Regional Library Director based on demand and availability.

## **FEEES FOR LATE, LOST, AND/OR DAMAGED MATERIALS**

1. Late Fee: After 14 days overdue, late fees will be assessed.
  - a. If a customer is registered as Regular, Reciprocal, Institutional, or Fee Card, late fees incur when overdue items are returned 14 days overdue.
  - b. Customers registered as Youth, Homebound, or Staff do not incur late fees.
2. Replacement Charge: After 14 days overdue, replacement charges will be assessed.
  - a. If an item is returned within six months of the date of payment, the price of the item will be refunded.
  - b. This charge is waived if a duplicate - in good condition - is provided.
3. Processing Fee: After 14 days overdue, processing fees will be assessed.
  - a. This fee will be waived when the item is returned.
  - b. This fee will not be waived if duplicate of the item lost is provided by the customer. (This duplicate must be in good condition).
4. Damaged Materials: Charges will be assessed to repair or replace damaged materials. Items not able to be repaired or replaced will incur the full replacement cost. Full replacement charges will also be assessed if multi-media items, including DVD, Book on CD, Music CD, etc., are returned without cases, cover artwork and/or discs intact.

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## **RETRIEVING OVERDUE MATERIALS**

In accordance with Minnesota statute #609.541, persons keeping library materials longer than sixty days after written notice has been given to return such items are guilty of a petty misdemeanor.

## **DELINQUENT FILE**

Borrowing privileges will be suspended if charges total thirty dollars (\$30.00) or more. Records will be considered delinquent and charges will remain until cleared.

## **OTHER**

Under MN. Stat. Ann. 13.40 Subd. 2 (b) regarding Library Private Data it states “the following data maintained by a library may not be disclosed for other than library purposes except pursuant to a court order: (1) data that link a library patron’s name with materials requested or borrowed by the patron or that link a library patron’s name with a specific subject about which the patron has requested information or materials; or (2) data in applications for borrower cards, other than the name of the borrower.”

All calls or requests for information made by law enforcement for customer records shall be referred to the Lake Agassiz Regional Library Director. (See Also: LARL Confidential and Proprietary Information Policy).

Adopted, Lake Agassiz Regional Library Board: September 18, 1974.

Amended, Lake Agassiz Regional Library Board: May 14, 1980; May 11, 1981; January 16, 1988; May 18, 1991; September 21, 1991; May 20, 1995; March 15, 1997; January 24, 1998; March 21, 1998; May 20, 2000; August 15, 2002; August 19, 2004; November 19, 2009.