

Library Circulation Policy

Adopted by the Lanesboro Public Library Board July 12, 2011

1.0 One-person-one-card: All patrons are strongly encouraged to check out items on their own library cards and are responsible for the items checked out on their cards. Parents are responsible for minor children's use of the Library and for all fines and fees accrued on minor children's accounts.

2.0 Online Catalog

Patrons are encouraged to order items from the SELCO online catalog and will need the barcode number from their Library card and their PIN number to do so.

2.1 Fines

Fines are outlined in the staff procedures manual. Changes to fine schedule must be approved by the Library Board. The Board at their discretion, may create a fine free period at any time.

Fines for items are the responsibility of the patron on whose card they are checked out. For Lanesboro items, they do not accrue on holidays or on days the Library is generally closed. There is a one-day grace period from fines. Fines for inter-library loans are determined by the owning Library.

3.0 Damaged and Lost Fees

It is the Library's policy to repair and circulate items as much as reasonably possible. Damage is defined as either: above and beyond normal wear and tear, beyond repair by Library staff, or no longer in a condition to be circulated.

4.0 Delinquency definition. Patrons are delinquent if they have:

- \$5.00 or more outstanding balance
- Any fine over 180 days old
- Lost an item

Only the Director can make exceptions to these rules and only the Director can waive fees for lost or damaged materials. Under certain circumstances, staff may waive fines.

5.0 Replacement Policies

In general, specific items will not be replaced unless they are classics deemed essential to the collection. Otherwise, replacement funds will go towards purchasing other materials. Non-return of an item is legally pursuable as a petty misdemeanor.

SELCO defaults are used as the replacement cost for each type of item. These replacement levels are based on current market averages for the type of media lost and

may be rounded up to include postage and handling, staff time, and processing costs. Replacement issues should be handled with the Director.

Barter may not substitute for payment of replacement costs, except under exceptional circumstances as determined by the Director.

6.0 Minnesota State Statute Section 605.541: Protection of Library Property

Subdivision 1. Damage to library materials. A person who intentionally, and without permission from library personnel damages any books, maps, pictures, manuscripts, films or other property of any public library or library belonging to the state or to any political subdivision is guilty of a petty misdemeanor.

Subdivision 2. Removal of library property. A person who intentionally, and without permission from library personnel removes any books, maps, pictures, manuscripts, films or other property of any public library or library belonging to the state or to any political subdivision is guilty of a misdemeanor.

Subdivision 3. Detention of library materials. A person who detains a book, periodical, pamphlet, film or other property belonging to any public library, or to a library belonging to the state or any political subdivision, for more than 60 days after notice in writing to return it, given after the expiration of the library's stated loan period for the material, is guilty of a petty misdemeanor. The written notice shall be sent by mail to the last known address of the person detaining the material. The notice shall state the type of material borrowed, the title of the material, the author's name, the library from which the material was borrowed, and the date by which the material was to have been returned to the library. The notice shall include a statement indicating that if the material is not returned within 60 days after the written notice the borrower will be in violation of this section.