

Lanesboro Circulation Policy

Updated 1/03; Approved 2/03

Updated 6/06; Approved 6/06

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Updated 10/21; Approved 11/21

Purpose: This policy intent is to explain guidelines and limits on all items available for check out at the Library.

1.0 One-person-one card: Registration for a Library card must be done in person. Exceptions can be made for people who are disabled or who are unable to come to the Library. Youth (11-17) unaccompanied by a parent/guardian may obtain a library card with appropriate identification or consent of the librarian. Parent/guardians are responsible for minor children's use of the library. Library cards are to be updated every 3 years or with a change of address.

1.1 Borrower's privileges. The Lanesboro Library card entitles the carrier to check out material not only at the Lanesboro library, but all eligible SELCO Libraries.

1.2 The library will not provide verbally or on line a library card number in lieu of replacing a lost or damage card.

1.3 Online Catalog

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

2.0 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.

3.0 In case of lost or irreparable damage to materials, card holders will automatically be charged the original price of the item. Barter may not be a substitute for replacement cost except under exceptional circumstance as determined by the library director.

3.1 Claimed returns: If a card holder feels an item was returned, they should contact their library staff. If such item(s) is found, any charges will be voided

4.0 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 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.

5.0 Minnesota State Statue Section 605.541: Protection of Library Property

Subdivision 1. Damage to library material. A person who intentionally 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 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 libraries 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, and the date the 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.