

1 Northwest Regional Library **Circulation Policy**

Library materials and services of the Northwest Regional Library (NWRL) are available to the general public. Borrowing privileges are extended to those persons properly registered with the Northwest Regional Library.

It is the responsibility of the borrower to return materials on time because library materials are publicly owned and must be as accessible as possible to all citizens.

LOAN PERIODS

7 days (1 week)

Videocassettes

DVDs

Some high demand materials

21 days (3 weeks)

All books

Books on cassette

Books on CD

Book and cassette sets

Book and CD sets

Magazines (except latest issue)

Pamphlets

Software

Music on CD

Music on Cassette

Kits

56 days (8 weeks)

All materials (Institutional and Homebound Customers)

Interlibrary loan materials

The loan period is specified by the lending library

No Loan

Newspapers, current issues of magazines, reference materials

In-library use between NWRL and Lake Agassiz Regional Library (LARL)

Some reference, microforms, local documents, local history LARL's Minnesota collection

RENEWALS

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

REQUESTS WITHIN THE NWRL/LARL SHARED DATABASE

Customers may request any circulating item in the shared database. Materials will not be recalled from one customer for the use by another customer.

Customers may have up to 50 items on their request list at one time. No further requests will be allowed until those items are either cancelled or some of those items become available for the

customer.

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

NWRL 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.

SERVICE CHARGES FOR LATE, LOST AND/OR DAMAGED MATERIALS

1. Late Fee: After 21 days overdue, a \$2 late fee will be assessed on each item overdue.
 - a. If a customer is registered as Regular, Reciprocal, or Fee Card, the late fee will not be waived when an item is returned overdue.
 - b. If a customer is registered as Youth, Institutional, Homebound, Staff, or ILL Library, the late fee will be waived when an item is returned overdue.

2. Replacement Charge for Lost Items: After 21 days overdue, a replacement fee will be charged. This covers the cost of purchasing a replacement copy.
 - a. If the item is found and returned within one year of the date of payment, the price of the item will be refunded. A receipt must be presented to obtain a refund.
 - b. This fee will be waived if an EXACT duplicate of the item lost is provided by the customer. (This EXACT duplicate must be in good condition.)

Processing Fee: After 21 days overdue, a \$3 processing fee will be added to each item overdue.

 - a. This fee will be waived when the item is returned.
 - b. This fee will not be waived if an EXACT duplicate of the item lost is provided by the customer. (This EXACT duplicate must be in good condition.)

3. Damaged Materials: Charges will be assessed to repair damaged materials at the discretion of the local librarian. Items not able to be replaced will incur the full replacement cost.

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. NWRL agencies will notify overdue borrowers of the impact of this statute. Borrowers who continue to retain overdue materials may be taken to court when the total value of the materials exceeds \$200.

DELINQUENT FILE

If any charges of an individual total ten dollars (\$10.00) or more, his/her record will be considered delinquent. Charges will remain on the borrower's record until cleared.

Borrowing privileges at all NWRL agencies will be suspended.

- a. Customers will not be able to check out additional items when there are 15 or

more items already overdue on their account.

b. Customers will not be able to check out additional items when the total value of items overdue exceeds \$2,000.

OTHER

Circulation records will be treated in a confidential manner. In accordance with Minnesota Statute #13.40, Subd. 2, private information contained in these records will not be released to anyone except upon issuance of a court order, or when assistance is requested by library personnel from local law enforcement authorities in recovering overdue material.

Adopted, Northwest Regional Library Board, June 20, 1996
Amended, July 22, 2004

Northwest Regional Library
Standardized Prices for Overdue and Lost Library Materials

Effective immediately, NWRL's standardized prices for overdue and lost library materials are revised to the following amounts:

PRINT MATERIALS:

A.	Adult Fiction	
	Hardcover.....	\$30.00
	Paperbacks.....	15.00
B.	Adult Non-Fiction	
	Hardcover.....	30.00
	Paperbacks.....	15.00
C.	Juvenile & Young Adult Fiction and Non-Fiction	
	Hardcover.....	20.00
	Easy Hardcover.....	20.00
	Cataloged Paperback.....	10.00
	Easy Paperback.....	5.00
	Easy Boardooks.....	5.00
D.	“Expensive” Item (anything over \$30).....	current price
E.	Reference/Volume.....	30.00
F.	Pamphlets.....	5.00
G.	Magazine Issues.....	5.00
H.	Newspapers.....	5.00
I.	Large Print Hardcover Fiction and Non-Fiction.....	30.00
J.	Large Print Paperback Fiction and Non-Fiction.....	30.00

NON-PRINT MATERIALS:

K.	Videocassettes (each).....	25.00
L.	DVDs.....	25.00
M.	Music CDs.....	15.00
N.	Book CDs.....	15.00
O.	Music Cassettes.....	10.00
P.	Book Cassettes.....	10.00
Q.	Software.....	current price
R.	Book and Cassette.....	15.00
S.	Book and CD.....	15.00
T.	Kits.....	current price
U.	Microfilm.....	current price
V.	Paperback Collection.....	10.00

As stated in NWRL's Circulation Policy, after 21 days overdue a \$3.00 processing fee will be added to each item overdue. This fee will be waived when the item is returned. This fee will not be waived if an EXACT duplicate of the item lost is provided by the customer. (This EXACT duplicate must be in good condition.)

Adopted, Northwest Regional Library Board, August 11, 1995
Amended, July 22, 2004