

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)

DVDs

Some high demand materials

Express Books

21 days (3 weeks)

Books

Books on CD

Magazines (except latest issue)

Music on CD

Kits

28 days (4 weeks)

All materials (Institutional and Homebound Customers)

Interlibrary loan materials

The loan period is 21 days (3 weeks)

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 Board based on demand and availability.

Patrons may have up to 100 items checked out at a time.

Patrons may have up to 10 DVDs checked out at a time.

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 11, 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 returned before the replacement charge is paid by the patron the replacement charge will be waived.
 - b. If the replacement fees have been paid they will not be refunded. If the lost item is located, patrons may keep the item or donate it back to the library, but fees will not be returned to the patron.

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.

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.

Library accounts with library materials overdue after sixty days and with fines over \$100 will be sent to a Material Recovery collection agency.

DELINQUENT ACCOUNT

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 and services at all NWRL libraries will be suspended when unpaid fees reach \$10.00.

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

Amended January 21, 2010

Amended, March 17, 2011

Amended, August 21, 2014

Amended, January 15, 2015

Northwest Regional Library
Standardized Prices for Overdue and Lost Library Materials

PRINT MATERIALS:

A. Adult Fiction	
Hardcover.....	\$28.00
Paperbacks.....	13.00
B. Adult Non-Fiction	
Hardcover.....	28.00
Paperbacks.....	13.00
C. Young Adult Fiction and Non-Fiction	
Hardcover.....	21.50
Paperback.....	13.00
D. Juvenile & Young Adult Fiction and Non-Fiction	
Juvenile Hardcover.....	20.00
Juvenile Paperback.....	11.00
Easy Hardcover.....	23.00
Easy Paperback/Board Book.....	8.00
E. Other Item (anything over \$30).....	Current price
F. Magazines and Newspapers.....	3.00

NON-PRINT MATERIALS:

G. DVD (1 disc).....	23.00
H. DVD (Multiple discs).....	Actual price + \$3.00
I. Music CDs.....	15.00
J. Book CDs (1-10 discs).....	36.00
K. Book CDs (11-50 discs).....	45.00
L. Kits.....	200.00
M. Microfilm.....	Current price
N. Book Club Kit-Adult.....	160.00
O. Book Club Kit- YA	150.00
P. Interlibrary Loan.....	To be determined

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