

<b>Brookings Public Library Policy:</b>	Title: <b>Circulation Policy</b>	
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I. PURPOSE

To establish a written policy in regard to the circulation of Library materials.

II. POLICY

There is a large investment of public funds in the library's collections. Policies are established to provide patrons with an equal opportunity to use the materials and to protect them from damage or abuse.

Although the Brookings Public Library makes as much material as possible available for loan, certain items must be restricted. These include those that must be continually available within the building (reference books); materials of great cost or rarity; or materials that are useless away from the library, i.e. microforms requiring special readers.

The following policies are formulated to acquaint patrons with the services of the Brookings Public Library and to set forth the regulations for the borrowing of library materials.

III. DEFINITIONS

- A. Registration: an official act of signing up for a Brookings Public Library Card
- B. Circulation: checking items in or out of the Brookings Public Library
- C. Loan Periods: How long patrons may have an item checked-out from the Brookings Public Library

IV. ADMINISTRATION

**A. Registration:**

- i. All residents of Brookings County may register for use of library materials free of charge. Patrons who neither reside in nor pay property taxes to Brookings County may borrow materials with payment of an out-of-county fee set annually by the Library Board. If a family purchases a year's library service, each member of the immediate family will receive a card and will be allowed to check out 25 items at a time per card. Immediate family members are defined as parent(s)/guardian(s) and children or stepchildren 17 years of age and younger living at the same residence.

- ii. Patrons younger than 18 years of age are required to have a parent or guardian's signature before a borrower's card will be issued. Library cards must be presented at time of check out.
- iii. Patrons older than 18 years of age applying for a library card will be required to show picture identification with their home and/or current address, and must list their birth date on the application. Parents must show ID when applying for cards for their children.
- iv. South Dakota State University students will be issued a library card that will expire in one year to ensure having current address information. These cards have the same privileges as a local card with the exception of Interlibrary Loan privileges which are defined by the State Interlibrary Loan Agreement. Students whose permanent address is in Brookings County may be issued permanent (3 year) cards.
- v. Cards for individuals who are staying at group homes such as Teen Challenge or the Domestic Abuse Shelter will expire in one year due to the temporary nature of the residence.
- vi. For individuals in the Brookings County Youth Mentoring Program, cards can be issued to the mentee upon application by the mentor. The mentor assumes responsibility for books checked out on the card. Cards will expire in one year, and are limited to a maximum of two (2) books checked-out at one time. Mentee cards cannot be used to check out other materials except books.
- vii. In all cases, each new registrant is to receive a new number. All cards expire in three years with exception of Out-of-County, SDSU, and Temporary. In order to re-register, the patron's address must be updated and all fines and outstanding debts must be settled.
- viii. A replacement fee is charged for lost cards. We will loan library material only to library patrons using their own borrower's cards, unless immediate family members are specified for use on the account.

**B. Temporary Registrations:**

- i. Temporary cards will be issued to people who generally reside outside of Brookings County but are temporarily living here. This does not apply to residents of surrounding counties, but to those individuals who are here on a short-term basis. A deposit equal to the current out-of-county rate will be collected. The deposit will be returned when all materials are returned in good condition. Maximum length of time a card will be issued is for three (3) months.

**C. Institutional Cards:**

- i. Any school or educational institution with a Brookings County address may receive an institution card. This is not intended to allow all

employees personal access to the Library, but is to be used by staff for school or institutional program purposes. The designated staff person from the school or institution may apply for an institution card at the Library by completing and signing a Brookings Public Library Registration Form. The designated staff member shall provide names of any additional staff members who have permission to check out materials using the institution's card. The physical library card is kept at the Library circulation desk, and authorized staff may ask for items to be checked out on their institution's card. Library staff will verify the name of the institution staff member requesting use of the institution card. All circulation policies regarding length of check out, overdues, copyright restrictions, and care of materials apply to institution cards. The card is issued for three (3) years.

**D. Receipts:**

- i. Receipts shall be given for payment of out-of-county registrations and lost items. A receipt may be given for fines at the patron's request.

**V. Circulation**

**A. Loan periods and checkout limits**

- i. Patrons may checkout up to 25 total items per card, while also maintaining the collection limits outlined below. Teachers may borrow more materials for class upon approval from the Circulation Manager or supervising Librarian.
- ii. Any item may be renewed once unless a hold has been placed on the item or the item's allotted renewals have been exhausted. Renewals are granted for the length of the item's loan period based on the calendar date on which the item was renewed.
- iii. Items will auto-renew when possible, as outlined in A.ii. If a patron has email communication enabled, a courtesy email will be sent noting which materials were renewed. Patrons are responsible for noting items not able to be auto-renewed, and return accordingly.
- iv. Interlibrary Loan materials cannot be renewed.

<b>Material Type</b>	<b>Loan Period</b>	<b>Checkout Limits</b>
Audiobooks (CD or MP3)	4 weeks	25
Board Games	4 weeks	1
Board Games (Easy)	4 weeks	1
Books	4 weeks	25
Book Bags	6 weeks	25
Book Club Books	2 weeks	25

DVDs/Blu-rays	1 week	5
Easy Audio (Wonderbooks)	4 weeks	10
High-Demand Books**	1 week or 2 weeks	25
Interlibrary Loans	4 weeks	10
Kids CD Kits	4 weeks	25
Kids Packs	4 weeks	1
Laptops (in-Library only)	4 hours	1
Launchpads	1 week	1
Magazines (except current issue)	4 weeks	25
Maker Kits	1 week or 4 weeks	1
Playaways	4 weeks	5
Puzzles	4 weeks	1
Vertical File Material	1 week	25
Video Games	1 week	1
Wellness DVDs	4 weeks	1
Yard Games	1 Week	1

\*\*The choice of titles and length of high demand loan status for each title will be determined by the Librarian in charge of that collection.

**A. Holds:**

- i. The Brookings Public Library will permit a patron to place a hold on any materials in the collections, whether they are available at the time of hold or loaned out to another patron. The request may be made by phone, in person, or online through the Library catalog. Patrons will be notified by email, phone, or mail when the reserved material is available. Material will be held for seven (7) days. If the material is not picked up within that time, the reserved material will be loaned to the next patron on the list or returned to the shelf, whichever is applicable. A patron may have up to 20 holds on their card at any one time.

**B. Reserves:**

- i. Materials are put on reserve if frequently used or has been shown to be susceptible to theft or mutilation. Such material must be checked out and returned to the circulation desk; it does not leave the Library building.

**The Brookings Public Library is not responsible for patron use.**

**VI. Other Types of Loans**

- A. Interlibrary Loans:
  - i. Interlibrary loan privileges are available to all registered patrons. The Brookings Public Library ascribes to the state and national interlibrary loan codes, which necessitates our referring SDSU students to the SDSU Interlibrary Loan department for class-related items and teachers to their school libraries for items used in their classrooms.
  - ii. Patrons may have 15 active requests at any one time. Notification of arrival of material will be by phone, mail, or email.
- B. Historical Collection:
  - i. Because of the historical value of the collection and the fact that much of the material is irreplaceable, the material should be used within the Library, if possible. Exceptions may be made with approval of the Director of Library Services or the Adult Services Librarian.

**VII. Fines for Overdue Material**

- A. Fines on overdue materials will accrue per 24 hours overdue beginning at closing time the day they are due, and are outlined below. The in-house laptop fine is \$25, beginning immediately after four hours use. (See *Circulating Laptops Policy* for more guidelines.)

<b>Material Type</b>	<b>Grace Period</b>	<b>Fines (per day)</b>
Audiobooks (CD or MP3)	7 days	\$0.10
Board Games	0 days	\$0.10
Books	7 days	\$0.10
Book Bags	7 days	\$0.10
DVDs/Blu-rays	0 days	\$1.00
Easy Audio (Wonderbooks)	7 days	\$0.10
High-Demand Books**	7 days	\$0.10
Interlibrary Loan	0 days	\$0.10
Kids CD Kits	7 days	\$0.10
Kids Packs	7 days	\$0.10
Laptops (in-Library only)	0 days	\$25.00
Launchpads	0 days	\$1.00
Magazines (except current issue)	7 days	\$0.10
Maker Kits	0 days	\$1.00
Playaways	7 days	\$0.10

Puzzles	0 days	\$0.10
Vertical File Material	7 days	\$0.10
Video Games	0 days	\$1.00
Wellness DVDs	0 days	\$1.00
Yard Games	0 days	\$0.10

- B. A courtesy reminder email is sent two (2) days before an item is due if the patron has email notifications enabled on their account. The first seven days after an item (other than those noted above) is due is a grace period. If the items are returned within that time, no fines are levied. On the eighth day, fines begin accumulating from the day the items became overdue. One overdue notice will be sent via email or regular mail (if no email address on file) on the 8<sup>th</sup> day after the item is due. A bill for the replacement cost of the item and a \$5 processing fee per item will be sent via regular mail 28 days after the due date. Fines for overdue materials will not exceed the replacement cost of these items. The postage required for any regular mail notices will be added to the total fine.
- C. If the total value of the material is \$50 or more, and if there is no response from the bill the Director may seek collection of the account through Unique National Collections Service, which will include the current retail cost of the book, processing fee, late fines, and the cost of the collection proceedings. This is done monthly.

**VIII. Restriction of Borrowing Privileges**

- a. A patron’s privilege to check out materials may be suspended under the following circumstances:
- i. Accumulated fines over \$5.
  - ii. Failure of any registered patron to renew their card on or before the expiration date.
  - iii. Accumulated charges for lost or damaged materials.
- In all cases, full privileges shall be restored upon the payment of the fee or fine, return of materials, or renewal of the card, whichever is applicable.

**IX. Damaged Materials**

- a. In general, wear and damages occurring through normal use will incur no penalty.
- b. Wear and damages occurring through misuse or negligence will be charged as follows: if the damage is repairable, no charges will be assessed, but any additional occurrences will be cause for the withdrawal of checkout privileges, at the discretion of the Director.

If the damage is not repairable and necessitates replacement of the item, the charge will be the current retail price of the item type plus a \$5.00 processing fee for reordering, cataloging, and related processing charges.

- c. Patrons will be allowed to keep damaged materials after they have paid for replacing them and after the Library staff have withdrawn the materials from the collection.
- d. Staff members will inspect all materials before checking them in to make certain the materials are in good condition before placing them on shelves.

X. **Lost Materials**

- a. If a patron pays for replacement of a lost ~~or damaged~~ item, no fines will be charged for that item. ~~When a patron returns any item that has been lost and paid for, the cost for the item will be refunded if it is returned within 90 days of the payment. The \$5 processing fee is not refundable. The patron becomes the owner of the item and may keep the item. If the patron locates the item and decides to return the item after payment, it will be considered a free will donation.~~ If it is determined that the Library staff have made a mistake charging the replacement fee, a full refund will be given to the patron, along with our apologies.