

Circulation Policy

Valley City Barnes County Public Library

Adopted and Approved by Library Board September 11, 2013

Amended January 14, 2014, Amended September 9, 2014, Amended August 11, 2015,

Amended April 12, 2016

Who is Eligible for a Library Card

All Barnes County residents are eligible to receive a library card. Non-residents may also receive a card if they own property in the county, work in Barnes County, or are a VCSU college student. All others can use library materials in-house, access free WiFi, and attend library programs.

People can meet the library's ID and proof of Barnes County address requirements by providing one of the following:

To qualify for a resident Valley City Barnes County Public Library borrower's card, a person must meet ONE of the following criteria:

- A. North Dakota driver's license with current Barnes County address on front (or an official change of address on back of the license)
- B. North Dakota ID card with current Barnes County address on front (or an official change of address on back of the card)
- C. Military or other photo ID with current Barnes County address
- D. Consular ID or international driver's license with current Barnes County address

Alternatively, the library will accept two of the following (one must show current Barnes County address):

- A. North Dakota driver's license without current address; out-of-state driver's license
- B. State, military or other government photo ID without current address
- C. Current rent receipt or rental/lease agreement dated within the last 60 days; mortgage document; tax bill; title to property
- D. Utility bill (electric, cable, phone, water) issued within last 30 days showing current address
- E. Official mail addressed to current address with a current postmark (within 30 days) - bank statement, insurance bill, credit card statement, etc.
- F. Business or other mail with an imprinted name, current address, and current postmark (within 60 days) - P.O. box numbers not acceptable
- G. Check imprinted with name and current address
- H. Birth certificate; U.S. or foreign passport
- I. Social Security card; Medicare/Medicaid card;
- J. Voter identification/registration card

- K. Native American tribal document
- L. Resident alien card; temporary resident card
- M. Vehicle registration or proof of insurance
- N. University, college, or school ID
- O. Employment or work ID; current payroll stub issued within the last 30 days
- P. Social services identification; prison release document or letter from probation officer
- Q. Anyone without a fixed address may use a letter certifying their Barnes County resident status by the social service agency where he or she receives mail

The library also provides free library cards to people who own property in Barnes County and pay Barnes County property taxes. An individual must provide one of the following to prove s/he owns property in the county: 1) property tax receipt; 2) title of property; or 3) mortgage.

For children under the age of 18 without the necessary ID or proof of residency they must have a parent or legal guardian present. The child's parent or legal guardian must have a Valley City Barnes County Public Library account in good standing. The child's library account will be attached to their parent or legal guardian's account. The parent or legal guardian will be responsible for all fines and fees accrued on the child's account.

Library card usage

Patrons who meet the above criteria and are issued a library card agree to the following;

1. Cards are issued to individuals and cannot be shared. Parents cannot use a child's card unless the child is present.
2. Patron must present their library card at time of checkout. If they do not have their card they will have to show some form of photo ID to confirm their identity.
3. Patron will pay any late fees accrued against the account, charges for lost items, or charges for damaged items. If a patron has more than \$5.00 in charges their account will be shut down and all library privileges suspended. The patron will be required to pay the balance before privileges are returned. Suspension of privileges includes circulation, computer usage, database access, interlibrary loan and any other activity where use of a library account in good standing is required.
4. All fines must be paid in full before a library account shall be renewed. This includes fine on family members accounts if a card is attached as such.
5. Children will be eligible to receive a library card when s/he can write her/his name legibly (usually age 5-6). This is a long standing tradition here at the library and we think it is a wonderful rite of passage for a child receiving their first card.
6. The replacement fee for a lost card is \$5.00.
7. If a patron has an item or items go over 90 days past due their account will be changed to probationary status. After all fines and fees are paid in full the patron will start a 6 month probationary period which will allow them to resume use of electronic resources and check out one item. If at the end of 6 months, the patron has returned all items in a timely manner their status will be returned to that of a regular user. Patrons who do not fulfill this requirement will continue in probationary status for another 6 months.

Loans and fines

A patron with an account in good standing, owing less than \$5, may checkout library materials as follows.

1. Most items check out for 4 weeks with a 20 item checkout limit.
 - A. Periodicals checkout for 2 weeks with a 10 item limit.
 - B. You can renew an item one time unless there is a “reserve” on it.
 - C. Late items are \$.10 per day with a maximum fine per item of \$2.00.
 - D. The most recent issue of a magazine will not be available for checkout.
2. DVDs checkout for 7 days with a 3 item limit.
 - A. No renewals.
 - B. Late DVDs are a \$1.00 per day with a maximum fine per item of \$5.00.
3. Reference books circulate with staff permission on a 3 day checkout.
 - A. Late fees are \$5.00 per day with a maximum fine per item of \$25.00.
4. The Special Library Collection is in-house use only.
5. E-readers for patron use checkout for 14 days.
 - A. No renewals
 - B. Late fees are \$5.00 per day with a maximum fine of \$50.00.

Hold Requests

A hold request may be placed on any Valley City Barnes County Public Library materials that are currently checked out. You will be notified when your requested item is available. You will have 3 days from when you receive this notice to pick up your item before it will move on to the next person in the hold queue. Hold requests may be placed online, in person, or by calling us at 701-845-3821.

Interlibrary Loan Requests

If you are interested in obtaining materials not held in our collection, the Valley City Barnes County Public Library provides Interlibrary Loan services for our cardholders. Requests for materials that are available will be assessed a \$3.00 fee to cover the cost return of postage for each request. Patron accounts must have no fines or fees when requesting ILL items.

If the request is for a reproduction of a journal, magazine, or newspaper article, an additional copying fee may be levied by the institution which fills the request.

Renewals

A renewal may be granted for any Valley City Barnes County Public Library materials, except DVDs, that do not currently have hold requests for them. Materials may be renewed a maximum of 1 time. Interlibrary loan materials will be renewed at the discretion of the lending library. If you need to renew an item, please request the renewal before the item is due.

Lost/Damaged Materials

Patrons will be billed for lost or damaged materials in the following manner:

- For materials that are in-print, charges will be based on the purchase price listed in our integrated library system's database or the actual cost of replacement, whichever is greater.
- For materials that are out-of-print, charges will be based on the average cost of a hardcover book, as listed in the most recent edition of *The Bowker Annual*.
- For a multi-volume set of books, charges will be based on the replacement of the lost volume, if it is replaceable. If a volume cannot be replaced individually, the charge will be based on the cost of the entire set.
- For a lost or damaged component of an audio-visual set, charges will be based on the replacement cost of the lost component, if it is replaceable. If a single piece cannot be replaced, charges will be based on the cost of the entire set. The cost of a set replacement will be based on the purchase price listed in our integrated library system's database or the actual cost of replacement, whichever is greater.
- Any paper library materials damaged by water or other liquids will be disposed of immediately and the patron will be charged the library's replacement cost.
- All lost items will be assessed a \$5 reprocessing fee.
- The amount paid for a lost item will be refunded if the item is returned within 90 days of the date payment was rendered less the \$5.00 processing fee.
- Book covers damaged from abuse or mishandling will be assessed a \$1.00 fee to cover the cost of a replacement cover.
- Damage to materials which do not require replacement may be charged a minimum repair cost of \$5.00. Materials costing less will be charged the library's replacement cost plus the \$5.00 reprocessing fee.

- Patrons may not purchase or otherwise provide a replacement for a lost or damaged item. The only exception is if the item is new or like new and has the same ISBN, UPC, or similar. The \$5.00 reprocessing fee will still be accessed.

Circulation of electronic devices provided by the library

To assist meeting the information needs of our community the Valley City Barnes County Public Library is providing access to various electronic devices for patron use in and outside of the library.

In library use only items: headphones, DVD drive, USB card reader, and similar

Since in library use items are not to be removed from the building there are no late fees. Items must be returned to the circulation desk before closing the day they are borrowed. Items not returned by closing time will be considered lost/stolen and the patron's account will be charged the replacement fee of the item plus a \$5.00 processing fee. Any patron who accidentally takes an in library use item out of the building and later returns it will lose the privilege to borrow similar items in the future.

Out of library use items: E-readers, tablets, laptops, projectors, and similar

Out of library use items will have different borrowing privileges particular to the unit being borrowed. Each item will have a specific set of criteria including circulation duration, fine and fees, and accessories included. Patrons will have to sign a separate borrowing agreement each time they check out one of these items. The item must be returned to a member of the circulation staff, checked for operation, and the borrowing agreement closed. Items which are put in the drop box will be assessed a \$50 non-refundable damage fee whether the unit sustains damage or not. Additionally fines will accrue until the borrowing agreement is closed properly. Items not returned within 10 days after their due date will be considered lost/stolen and the patron's account will be charged the replacement fee of the item plus a \$5.00 processing fee. If a lost/stolen item has a replacement cost over \$50.00 the borrower's information will be turned over to local law enforcement for recovery and eventual prosecution.