

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, Amended September 12, 2019, Amended October 21, 2021

Who is Eligible for a Library Card

All North Dakota residents are eligible to receive their first library card at no charge.

To qualify for a Valley City Barnes County Public Library card, a person must provide one of the following:

- A. North Dakota driver's license with current address
- B. North Dakota ID card with current address
- C. Military or other photo ID with current North Dakota address
- D. Consular ID or international driver's license with current North Dakota address
- E. VCSU students must show their campus ID and a valid ID from their home state

Alternatively, the library will accept two of the following (one must show current 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
- 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. Native American tribal document
- G. Resident alien card; temporary resident card
- H. Vehicle registration or proof of insurance
- I. 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
- J. Snowbirds must show out of state issued ID and proof of North Dakota residency

For children under the age of 18 without the necessary ID or proof of residency they must have a parent or legal guardian present who has 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. Children who do not have a parent or guardian with an account in good standing can receive a non-circulating student account which will allow them to access the library's electronic resources.

Out of state short duration residents (workers who frequently relocate, snowbirds who do not own property in North Dakota, etc.) can apply for a temporary card. This allows them to circulate one item and borrow downloadable e-books, audio books, and similar through Overdrive, RBDigital, and other online resources that require a library account.

All others can use library materials in-house, access free WiFi, and attend library programs.

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, all library privileges will be 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. If a card is lost, a replacement fee is \$5.00. Photo ID will be required to verify identity.
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 may borrow library materials as follows:

1. All books, except reference and special collections, circulate for 4 weeks with a 20 item checkout limit.
2. Audio books on CD and music CDs circulate for 4 weeks with a 10 item checkout limit.
3. Periodicals circulate for 4 weeks with a 10 item limit. The most recent issue of a magazine is not available for checkout.

All the above items can be renewed one time unless there is a “reserve” on it.

4. DVDs circulate for 7 days with a 3 item limit. There are no renewals on DVDs. There is a 6 DVD per family limit.

TV series seasons are often split into separate cases. Patrons are limited to one item from a particular TV series at a time.

5. Reference books and Special Collections items circulate with director or assistant director permission on a 3 day checkout. Late fees are \$5.00 per day with a maximum fine per item of \$25.00.

For items located at the Research Branch see addendum.

6. E-readers for patron use checkout for 14 days. No renewals. Late fees are \$5.00 per day with a maximum fine of \$25.00.

There is a combined 20 items per individual, 50 item per family limit for all library materials.

Please note:

As of June 15, 2021 the library no longer assesses a fee for items returned after the due date except items in #5 and #6 referenced above.

Any items more than six months overdue will be considered lost and the patron will be responsible for the replacement cost of all items (see: lost/damaged materials below).

Items that have been replaced by the library in the intervening time and are subsequently returned after the six-month time period will either be returned to the patron or considered a donation, and the patron will still be responsible for the replacement cost.

Items which have not been replaced may, at the director’s discretion, be returned to circulation and the replacement cost waived. There will be a \$5 reprocessing fee to cover staff costs of reactivating the record.

Additionally, please note:

The library makes our best effort to notify patrons of overdue materials. It is, however, ultimately the patron's responsibility to keep track of borrowed items and return them on time.

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 notification 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. That cost will be passed along to the patron requesting the article.

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 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 or DVD cases damaged from abuse or mishandling will be assessed a \$2.00 fee to cover the cost of a replacement cover. This includes replacement of DVD cover art inserts.
- 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 and then only at the director's discretion. 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 damaged during use or 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. 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.

Addendum –

The following applies to all VCBC Public Library collection items housed at the Research Branch at the Barnes County Museum.

Joint collection statement:

The Valley City Barnes County Public Library and Barnes County Historical Museum have created a partnership to preserve rare and/or fragile items related to local history in both institutions' collections and create a "one stop" location for researchers, historians, and genealogists to access those items. All items will be housed and available in the Research Branch located in the BC Museum. Ownership of items will be retained by their respective institutions, however for easier access, both collections will be shelved together and interfiled. The library will provide cataloging as new items are acquired by either institution. All items will be searchable through the library's online catalog. Museum staff will provide research assistance and maintain the collection regarding shelving and statistical reporting.

Circulation of Research Branch items:

Because many of the items are rare, out of print, and/or fragile, all items at the Research Branch are to be considered archival and are therefore non-circulating, without exception. Pages may be photocopied at users' expense unless the item is judged too fragile by the museum curator or library director. This is standard practice for archives internationally. The goal is to preserve the collection, to the best of our ability, for future generations of researchers.

In the future, the library and museum may investigate the possibility of digitizing part or all the Research Branch collection. Digitizing a collection correctly is much more complicated than just simply scanning a page into a computer. It is a very time-consuming process and requires a very high degree of knowledge and understanding of metadata, collection organization, and programming languages for items to be accessible on the internet. Issues regarding copyright are an additional complicating factor. Digitizing is very labor intensive and even a small collection can run into the thousands or tens of thousands of dollars.