

CIRCULATION POLICY

The Stillwater Public Library does not discriminate in providing access and will not restrict the use or loan of our materials, resources and services based on the origin, age, background or views of people wishing to use the library.

Purpose:

The purpose of the circulation policy is to establish specific regulations to ensure fair and equitable access to the library's collections, resources and services for all customers.

Process:

This policy is reviewed every 3 years by the Library Board or more frequently as needed. Upon completion of the review, the Library Board considers the policy for revision or reaffirmation.

Library Cards

Stillwater Public Library welcomes all individuals to use its collections, resources and services within the library. Individuals wanting to borrow materials or use digital resources must have a library card.

Library Cards for Individuals

Anyone who lives at or owns property that is taxed by the City of Stillwater for support of the Stillwater Public Library may, upon presenting valid identification, register with and receive a library card from the Stillwater Public Library. Children of any age may, with valid identification, register for a library card. Only one type of library card is issued to an individual.

Under a contractual agreement with the Washington County Library, Stillwater Public Library issues and recognizes cards for individuals who qualify for borrower's cards at the Washington County Library and the Bayport Public Library. All library services are available to these card holders.

As an associate member of MELSA (Metropolitan Library Service Agency, our regional public library system), Stillwater Public Library recognizes all cards issued by MELSA libraries. Some restrictions may be placed on materials that circulate to MELSA card holders.

Stillwater Public Library offers its services to all Minnesotans consistent with terms of the State Borrower's Compact. Anyone with a valid library card from another Minnesota public library that is a member of a Minnesota regional library system may, upon presenting valid identification, register the card with Stillwater Public Library.

Residents of other states or of a Minnesota jurisdiction that does not participate in a Minnesota regional library system may also obtain user privileges by purchasing a library card annually. Fee-based cards do not allow the checkout of downloadable content or remote access to subscription databases.

Library e-Cards

Anyone who lives at or owns property that is taxed by the City of Stillwater for support of the Stillwater Public Library may apply for a library e-card which allows access to the library's digital resources but does not allow borrowing privileges. Under contractual agreement with Washington County and the City of Bayport, their residents may apply for a library e-card. The card has no expiration date.

Library Cards for Institutions

Organizations, institutions or businesses located in the City of Stillwater may register for a Stillwater Public Library card which is good for one year and may be renewed annually. Institutional library cards may be used to borrow library materials or access digital library resources. Only one library card is issued to an institution.

Lost Library Card

There is a charge for replacement of a lost card.

Borrowing Privileges

The library cardholder has full responsibility for all materials borrowed on the card. Parents/guardians are responsible for materials checked out by their minor children. The institution is responsible for materials checked out on an institutional card.

Loan Policies

A total of 100 items may be checked out at any one time. Most materials may be borrowed for 2 weeks. Loan periods vary by format. See Loan Policies ([link to table here](#)) for details.

Renewals

Most items may be renewed three times unless someone else has requested them. Items may be renewed online, by phone or in person. Interlibrary loan items may not be renewed.

Requests

Items in the collection of Stillwater Public Library, Bayport Public Library or Washington County Library may be requested and sent to Stillwater Public Library for pickup. Customers will be notified when the requested items are available.

Interlibrary Loan

Items not owned by the Stillwater Public Library, Bayport Public Library or Washington

County Library may be requested by interlibrary loan. The lending library sets the loan period. Interlibrary loan items may not be renewed. There is no charge for interlibrary loan service; however, fees charged by the lending library may be passed on to the customer.

Loan Restrictions

Customers with unpaid charges may be blocked from checking out additional items until the charges are resolved.

Use of the library may be denied for due cause. Such cause may be failure to return library materials or pay charges, destruction of library property, disturbance of other customers or any other illegal or disruptive conduct on library premises.

Overdues

Overdue notices are sent at intervals set by the Washington County Library. The final notice is a billing notice.

Lost Materials

An item is declared lost when a billing notice is generated. Payment for a lost item is non-refundable.

Debt Collection

Unpaid charges of more than \$50 are sent to Washington County Financial Services for debt collection thirty days after the billing notice is sent.

Replacement and Repair Charges

All charges, including those for repair, replacement and recovery costs for lost items will be determined by the Stillwater Library Board as part of the Fee Schedule ([link to table of fees here](#)).

Policy Adoption/Revision Dates:

ADOPTED MAY 1992
REVISED JULY 1998
REVISED JULY 1999
REVISED OCTOBER 1999
REVISED OCTOBER 2000
REVISED APRIL 2002
REVISED JUNE 2002
REVISED AUGUST 2003
REVISED NOVEMBER 2004
REVISED SEPTEMBER 2005
REVISED DECEMBER 2006
REVISED MARCH 2008
REVISED MARCH 2009
REVISED DECEMBER 2010
REVISED JULY 2012
REVISED DEC. 2012

Stillwater

Public Library

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REVISED JULY, 2013
REVISED MARCH 2014
REVISED OCTOBER 2014