

Stillwater

Public Library

Policy Title: Circulation Policy
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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 patrons.

Principles

In support of its mission, the library makes the majority of its collection available to patrons to borrow and use outside of the library. Providing access and lending materials to patrons is a core library service.

- We serve individuals and the community as a whole.
- We support the use of library materials.
- We seek to provide ease of access to desired library materials.
- Lending rules and limitations are established to ensure collection accessibility to the community as a whole while striving to support the broadest possible patron access. The Library Director (or designee) will establish specific lending rules that ensure fair and consistent application of this policy.

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 proof of address, register with and receive a library card from Stillwater Public Library. Children of any age may, with valid proof of address, register for a library card.

Stillwater Public Library issues and recognizes borrower cards for individuals who qualify through a contractual agreement with Washington County Library and Bayport Public Library. All library services are available to card holders who are in good standing with Stillwater Public Library.

As an associate member of MELSA (Metropolitan Library Service Agency, the regional public library system serving the seven-county metro area), 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 proof of address, 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 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 and access digital library resources. Only one library card is issued to an institution.

Borrowing Privileges

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

Lending Rules

A total of 100 items may be checked out at any one time. Loan periods vary by format. The library publishes information for borrowers with detailed lending rules on the library website and as a handout at the Public Services desk.

Renewals

Most items may be renewed three times unless someone else has requested them. 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. Patrons will be notified by email when the requested items are available and the item will be held for one week.

Professional and Reference Materials

Professional and reference materials are not loaned except in special cases and at the discretion of the selector or Circulation Services Lead, who will determine the loan period.

Interlibrary Loan

Items not owned by 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 patron.

Access Restrictions

The library does not restrict library patrons under the age of 18 to certain collections or areas of the library and library staff cannot serve in loco parentis. In accordance with the American Library Association's statement "Free Access to Libraries for Minors", the library maintains that parents and guardians have the right and responsibility to restrict access of their children—and only their children—to library resources. Parents or guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children.

Lending Restrictions

Patrons 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 patrons, or any other illegal or disruptive conduct on library premises.

Overdue Items

Overdue notices are sent at intervals set by 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.

Replacement and Repair Charges

All replacements will be purchased by Stillwater Public Library. Due to the nature and costs of processing, the library will accept outside replacements only if the selector or Circulation Services Lead has approved an exception that meets collection development guidelines.

Patrons will be charged for lost or damaged items according to the following process:

1. The purchase price listed in the circulation system database.
2. If no purchase price is listed in the database or if a piece of a multi-part set can be replaced individually, patrons will be charged the replacement list price as set by the appropriate vendor.
3. If no purchase price is recorded in the places listed above, patrons will be charged according to the standard list below.

Group 1: includes board books; early readers; paperback picture books; magazines; newspapers	\$5.00/item
Group 2: juvenile trade and hardcover books; adult mass market paperbacks; individual disc from set (DVD, CD, SCD)	\$10.00/item
Group 3: includes music CDs; teen fiction books; teen nonfiction books; kit (with one book and one CD only)	\$15.00/item
Group 4: includes adult fiction books; juvenile nonfiction books; juvenile DVDs	\$20.00/item
Group 5: includes adult nonfiction books; large print books; adult and teen DVDs; juvenile audiobooks on CD; adult music CD boxed sets; gaming and other software	\$25.00/item
Group 6: interlibrary loan item	Determined by lending institution
Group 7: includes nature backpacks; adult and teen audiobooks on CD	\$50.00/item

Group 8: tech devices and other hardware; St. Croix Collection materials	List/appraised price (default \$100)
Group 9: includes book club kit (10+ books, plus reading guides)	\$150.00/kit

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. Washington County Library deletes all accounts that have been inactive for 6 years, and also deletes bills that are 6 years old in compliance with County standards for writing off bills. Stillwater Public Library accounts and bills also will be deleted on this schedule.

Appeal of Library Charges

If reasonable cause is shown, charges may be upheld, reduced, or canceled at the discretion of library staff. Library Assistants may reduce or waive charges up to \$25. The Circulation Services Lead has the authority to reduce or waive charges up to a limit of \$50. If the requested reduction is more than \$50, the selector or Library Director must be consulted and approve any reduction greater than \$50.

Refunds

No refunds will be given for payment of a lost or late item once payment has been received.

Non-Sufficient Funds

All library accounts with checks returned for non-sufficient funds (NSF) will be assessed an NSF fee equal to the amount charged by the City of Stillwater stated in their current Fee Schedule, and this fee will be manually added to the account of the person who wrote the NSF check.

In addition to the NSF fee, all other fines/fees paid with an NSF check will be reinstated (added back manually) to each account collected on with that check.

The NSF fee plus all other fines/fees covered by that NSF check must be paid in full on that account, and on any other accounts in which fines/fees were paid with the NSF check, before any of the library accounts are in good standing. Collection accounts paid with an NSF check will be reinstated with the collection agency.

Bankruptcy

The United States Bankruptcy Code generally permits individuals (debtors) to discharge much of their personal debt. Stillwater Public Library will, upon receiving a bankruptcy discharge of debt notice from the US Bankruptcy Court, dismiss all charges assessed by Stillwater Public Library on the account of the debtor that have been assessed.

The most current policy supersedes any and all previous policies issued relative to this subject.