

REDFIELD CARNEGIE LIBRARY CIRCULATION POLICY

Section I: Library Cards

- Everyone may use library materials within the library. A library card is required to check materials out.
- The number of items checked out may be limited at the librarian's discretion.
- If you have lost items or owe more than \$10.00 in fees, you will need to resolve these before you can check out more materials.

Section II: Who may get a library card?

- Cards are free to anyone owning or renting property within the city limits of Redfield.
- Cards are issued to entire households. Library cards are issued to the adult member of the household, with family members listed on the back. That person is responsible for all materials checked out.
 - If a patron wants a second card to check out more e-books, one may be issued at the library director's discretion.
 - In-town library cards expire on a regular basis to confirm address and account information. In-town library cards must be renewed every 3 years. In-town cards will be removed from the library system once they are expired for 3 years.
- Patrons do not receive a physical card.
- Nonresident households may purchase a library card for 6 months (\$7.50) or for 12 months (\$15). Nonresident cards will be removed from the library system once they are expired for 3 years.
- School cards with access to the Libby App only may be given to nonresident students of the Redfield School District by teacher request only. The teacher must reach out to the library on behalf of the student. Cards are only accessible during the academic school year.

Bring photo identification at the time of application.

Change of Information: Notify the library of any changes to your name, address, email, or phone number.

Section III: Borrowing

- Books are checked out for a 2 week period. Books may be renewed up to two times.
- DVDs are checked out for a 1 week period. DVDs may be renewed once.
- Audiobooks are checked out for a 3 month period. Audiobooks may be renewed once.
- Magazines may be checked out for a 1 week period. Magazines may be renewed once.
- STEM kits may be checked out for a 1 week period. STEM kits may be renewed once.
- Hot Spots may be checked out for a 2 week period. Hot Spots may not be renewed.
- Kindles may be checked out for a 3 week period. Kindles may not be renewed.
- State Park Passes are checked out for a 3 day period. National Park Passes are checked out for a 2 week period. Park Passes may not be renewed.

- Special South Dakota Collection items, such as Prairie Echoes, The History of Spink County, and Redfield High School Yearbooks do not circulate.
- Children's items labeled "Older Teen" may be checked out by patrons ages 16 and older, or by patrons under the age of 16 with parental or guardian approval.

An item may be renewed unless a hold has been placed on the item or the item's allotted number of renewals has been exhausted.

Section IV: In-Library Tablet Borrowing Policy

- Fire HD Kids Tablets are available to be checked out for in-Library use only. Children under the age of 12 may check out the tablet for In-Library use only when a parent or guardian has signed the In-Library Permission Agreement.
- Parents and guardians are responsible for any replacement or maintenance cost incurred by their child.
- The tablets may not be left unattended. You must return it to the circulation desk if leaving the building.
- The tablets are checked out on a first come, first serve basis. There is no maximum time period for usage. Tablets must be returned when the library closes.
- The Library Director reserves the right to limit or regulate the use of library equipment and may use discretion in granting exceptions.

Section V: Return of Materials

- Children materials must be returned to the library on or before the due date. There are no fines on children's materials. Children's materials are defined as any materials shelved downstairs (including picture books and young adult books).
 - Although STEM kits and Children's DVDs are directed towards children, those materials will still have fines.
- Adult materials must be returned to the library on or before the due date. Failure to return results in a \$.10/day fine per item. The maximum fine per item is \$10.00.
- Late DVDs, hot spots, kindles, and STEM kits result in a charge of \$2.00 per item per day. The maximum fine per item is \$40.00
- STEM kits, hot spots, and kindles cannot be returned in the drop box.
- Customer accounts are blocked from further checkout when one or more items reach 14 days overdue. Accounts will be unblocked once books (children and adult) are either returned or paid for.
- If a patron loses or damages materials, they must pay the cost to replace the item.

Section VI: Overdue Notices

- Patrons are responsible for returning materials by closing time on the due date. The due-date is stamped inside each book and written on the outside of each non-traditional item.
- The Library will mail overdue notices at the end of each month for items that are at least 7 days overdue.

- After two overdue notices, the patron will receive a collections letter and all overdue items will be marked as lost. The patron's account will no longer be in good standing. The patron will be charged overdue fines (if applicable) as well as a replacement fee for each overdue item.
- The patron is responsible for making sure the Library has their correct contact information. Failure to receive notification does not absolve patrons of their responsibility of returning library materials on time.
- When overdue items or fines exceed \$100, a patron's account will be forwarded to the Law Enforcement Officer and then to the city attorney.
- Due to the fact that Hotspots are paid for monthly, overdue hotspots will be addressed in the following manner:
 - Overdue hotspots will be deactivated within 24 hours of the due date. If the patron does not return the hotspot, contact the library, or respond to the library's calls or messages within 48 hours of the hotspot being deactivated, a Law Enforcement Officer will contact the patron in person.
 - The hotspot will be marked as lost after 14 days and a collections letter will be sent to the patron.
 - After 21 days the patron's account will be forwarded to the city attorney.

Section VII: Interlibrary Loan

- Any registered patron in good standing (not exceeding the maximum fee threshold of \$10 or having lost items) may request materials not available in the Redfield Carnegie Library catalog through the interlibrary loan (ILL) system. This is a free service provided by the library.

Section VIII: Holds

- Any registered patron in good standing (not exceeding the maximum fee threshold of \$10 or having lost items) may place a hold on a Redfield Carnegie Library item. Patrons may do this either online through the library catalog, in person at the library, through social media messaging, or over the phone.
- Holds will stay in the system for up to one year.
- If an item on hold comes in for a patron, they have three days to pick up their item or call and ask for more time. If the patron does not call or pick up the item, the hold is removed.