

CIRCULATION OF MATERIALS POLICY

Registration

All borrowers must be registered and must have a current PCLS library card to borrow library materials. Materials cannot be checked out until a library card is issued.

Patrons must fill out an application form to apply for a library card. Applicants under 16 years old must have a parent or guardian give their consent on the application form before a new card can be issued.

In order to obtain a free library card, patrons over 16 yrs. old must be a resident of a Cottonwood County, or must own property therein. They must produce identification at the time of application, such as a driver's license or student ID or a document listing both name and current address. To renew a library card, a patron must clear all outstanding fines and bills and update their information.

Anyone who lives outside of the Plum Creek Library System and has a valid library card from his or her home library and resides in an area that has signed the MN Library Reciprocal Borrowing Compact is also eligible for free library service.

Persons who are residents of other states or residents of communities in Minnesota that do not participate in the MN Reciprocal Borrowing Compact may purchase a nonresident library card for \$5.00, which will allow checkout of physical items for three years.

Cards may also be issued to businesses, institutions or organizations at no charge. The patron registration shall be signed by the owner, administrator or person in charge. A list of persons allowed to use the card shall be included in the patron registration notes.

Replacement of lost cards shall cost \$3.00.

Loan Periods

Books may be checked out for 3 weeks and may be renewed twice, by phone, email, or on-line, unless a hold has been placed on them by other patrons. Further renewals will need to be approved and completed by library staff. Books in popular demand (best sellers, etc.) may be checked out for the 3-week loan period, but will not be renewed because of patron demand.

Periodicals will be checked out for one week, and may be renewed twice.

Audiobooks may be checked out for 3 weeks and follow the same rules for renewal as books.

DVDs may be checked out for one week. DVDs may be renewed twice, by phone, email, or on-line, unless a hold has been placed on them. Further renewals will need to be approved and completed by library staff.

Mobile hotspots may be checked out for one week once a patron's card is in good standing for two months. Only adult patrons are allowed to check out a mobile hotspot.

Renewals are not allowed online or over the phone. You will need to return the hotspot to the library after one week. If we have enough available, and there are not people waiting for a hotspot, it may be possible to check it out again.

Fines begin when 1 day overdue (\$5 per day with a max of \$25.00). When 8 days overdue, a bill will be sent out; devices will be turned off when 1 day overdue.

A lending agreement must be signed and held on file at the library.

Holds

Any patron in good standing may request the interlibrary loan of materials they need which are not available at the Windom Public Library. In return, requests for materials from other libraries will be honored under the terms of the Plum Creek Library System.

Any patron in good standing may also request the interlibrary loan of materials from outside the Plum Creek Library System, through the MNLink System.

Holds may be placed by patrons either in person, on-line, or over the phone. Patrons will be notified by telephone or email when the materials are available. There is no charge to the patron for placing a hold or for interlibrary loan services.

Fines, Charges, and Overdue Notices

There is a fine of 10 cents a day for overdue books, audiobooks, and magazines. There is a fine of \$1.00 per day for overdue DVDs. There is a fine of \$5.00 per day for mobile hotspots.

In order to remind users that they have outstanding overdue material, two notices in writing will be sent. The written or email notices will be sent to the last known address of the person detaining the material after it was due. The notices shall state the type of material borrowed, the title of the material, the author's name, the Library from which the material was borrowed and the date by which the material was to have been returned to the Library. Patrons who have been sent an overdue notice shall be denied borrowing of additional materials until those items are returned (in good condition) or paid for if lost and damaged.

If materials are not returned within sixty days after the first notice in writing is sent, the patron will be in violation of Minnesota Statute 609.541 Protection of library property:

Subd. 3. Detention of library materials. A person who detains a book, periodical, pamphlet, film, or other property belonging to any public library, or to a library belonging to the state or any political subdivision, for more than 60 days after notice in writing to return it, given after the expiration of the library's stated loan period for the material, is guilty of a petty misdemeanor. The written notice shall be sent by mail to the last known address of the person detaining the material. The notice shall state the type of material borrowed, the title of the material, the author's name, the library from which the material was borrowed, and the date by which the material was to have been returned to the library the shall include a statement indicating that that if the material is not returned within 60 days after the written notice the borrower will be in violation of this section.

The second notice shall be sent when sufficient time has passed for the material to be considered Long Overdue (Lost). The Integrated Library System (ILS) will automatically

consider the material Long Overdue (Lost) when 68 days have passed after the expiration of the loan period, and the cost of replacing the materials will be added to the patron's record.

Referrals for violation of Minnesota Statute 609.541 will be made to law enforcement at the sole discretion of the Library Director.

Lost or Damaged Materials

Patrons are responsible for all materials checked out on their library card. If an item is damaged, lost or not returned, the patron is responsible to pay the replacement cost of the materials and any other accrued fines. In the case of materials checked out on a patron's card that is less than eighteen years of age, the parent or guardian who signed the Library application shall be the person held responsible for the materials.

Confidentiality

All records, formal and informal, in the Windom Public Library relating to patron registration and the subsequent circulation by patrons of materials provided by the Library are considered to be confidential in nature.

In order to prevent an unreasonable invasion of personal privacy, the contents of registration and circulation records shall not be available to anyone except under the written order of the Library Director, such order having been issued pursuant to a proper legal process, order or subpoena under the law.

Upon receipt of any process, order, or subpoena, the person named and/or served shall immediately report to and consult with the Library Director and the legal counsel of the City of Windom to determine if such process, order, or subpoena is proper and in full compliance with proper legal authority. In the event the legal process fails to sufficiently identify or name in specific terms or specifications the records on file in respect to an identified library patron, the request is considered to be defective and not binding upon the Library and its personnel, except under further due process of law.

Any problems or conditions relating to the privacy of a patron through the records of the Windom Public Library which are not specified in the policy shall be referred to the Library Director, who after consultation with the Library Board and/or legal counsel shall issue a written decision as to whether to heed the request for information.

PATRONS AGREE TO ABIDE BY THIS POLICY WHEN THEY SIGN THEIR LIBRARY CARD REGISTRATION FORM. PERSONS WHO HAVE ANY QUESTIONS OR CONCERNS SHOULD CONTACT THE DIRECTOR.

Approved by the Windom Public Library Board on December 13, 2022.