

CIRCULATION OF MATERIALS POLICY

Policies and procedures governing the circulation and fines of materials have been approved by the library board of trustees to foster fair and equitable availability of library materials and to reasonably ensure the return of the materials for future use. The library staff strives to implement a consistent, efficient materials circulation procedure. In order to assist borrowers, common circulation standards were agreed upon by many of the Arrowhead Library System libraries effective July 1, 2015. The following is the circulation and fines policy and procedures for the Silver Bay Public Library:

- A library card is free to any **resident** of the Arrowhead Library System (ALS) who presents acceptable Identification. Borrower's cards are issued to Silver Bay area residents upon presentation of a valid, government issued photo ID showing name and current address and address. Borrowers must come in person to the library when applying or renewing a public library card. Library cards are good for three years. Temporary cards may be issued based on temporary residential situations. Library patrons are responsible for all materials borrowed on their cards.
- **Non-residents** may enjoy library privileges for a limited period of time by providing a valid Minnesota library card and photo ID. The library honors cards from all Minnesota public libraries, but you must have the library card from your home library and identification with you for the library to honor it. It is stated in the Minnesota Reciprocal Borrowing Compact of June 15, 2001, section 4 that residents must obtain a library card from their regional system or member library in which they reside (permanent residence is where you would vote). In order to benefit from the compact, it is incumbent upon the borrower to present their home library card and that until they do, a person may not register within the Arrowhead Library System.
- Any **child**, with parental permission, may have an individual borrower's card. A parent or legal guardian must supply the required proof of residency and may sign the child's application. By allowing a child(ren) to obtain a public library card, the parent or legal guardian accepts responsibility for settling fines, damages, losses or other assessments against the library card of the minor(s). Please note: if a parent wishes to obtain information about their child's account, the parent or guardian must either have the child's library card number or the child present. All library patrons under 18 years of age must have parental permission on file before checking out DVDs or using Internet computers.

LIBRARY PATRON RESPONSIBILITIES WHEN BORROWING

Reminder:

- Bring your card to the library each time you visit.
- Do not lend your card to anyone.
- Report any loss or damage to materials borrowed on your card.
- Notify the library immediately if your card is lost or stolen.
- In consideration of other library patrons please renew items .
- All materials, except for games, may be placed in the book depository located outside the library entrance.

Collection of Data - Minnesota Statute Chapter 13 Data Privacy (see separate data privacy policy -

- The library will not collect or retain your private and personally identifiable information without your consent. If you consent to give the library your personally identifiable information, it will be kept confidential. The library will not use, share, sell, and license or disclose it to any third party, except those working under contract to the library, or except as required by law.
- When the library asks you to provide data about yourself that is not public, the library must give you a notice. The notice is sometimes called a Tennessee warning. The notice controls what the library does with the data that it collects from you.

Information the library may gather and retain about library patrons includes the following:

- Information required to register for a library card or use the Davis Special Collections of Rare and local history books (i.e. name, address, telephone number(s), email address and birthdate)
- Records of material checked out, charges owed, payments made, notifications, interlibrary loan, information on topics searched for or reference service(s)

- Records of electronic access information such as the library card, online catalog information or sign in log for public computers
- Sign-up information for library or MN Arts & Cultural Heritage legacy, etc.

Borrowing Periods

Most materials are loaned out for 28 days and may be renewed once. New adult fiction materials, for the first three months, may be borrowed and reserved by Silver Bay Public Library borrowers only. Dvds, new adult fiction & magazines all loan for 14 days. New DVDs loan for 7 days. The book drop is available twenty-four hours a day for all Library materials.

Library Card Use Blocked

The balance on a borrower account must be below \$10 in order to borrow items. Borrowers with fine balances over \$10 will be blocked and may need to pay a small amount at each checkout or set up a payment plan.

Fines

Silver Bay Public Library is a fines free library. We do not charge for overdue books. We encourage patrons to bring materials back in a timely manner out of respect for the community and sharing of resources.

Lost or Damaged Items

When materials are lost or damaged beyond rebinding or repair, the patron is charged the replacement cost of the item. If an Interlibrary loan item, full payment is made to the library owning that material or ALS.

Interlibrary Loan

Items that are not available at the Silver Bay Public Library may be requested from other libraries. Silver Bay Public Library card holders in good standing may borrow books from any library in the State of Minnesota that participates in the Interlibrary Loan Reciprocal Borrowing Program. Patrons will be notified when items are available for pick up at the Silver Bay Public Library. If any fees charged by the loaning library will be passed on to the patron.

If you do not have your library card with you and your account is in good standing, you may provide proper identification to borrow. The library encourages borrowers to use their own library cards exclusively and not to lend them for use by other people. Under no circumstances should a patron use another patron's library card to avoid paying any fines or fees assessed against his/her own card.

The library reserves the right to enforce non-transference of a library card and reserves the right to ask patrons to present identification at checkout when necessary. Patrons may request that items be placed on reserve (on hold) for them: either in person, by telephone or through the Library's online catalog.

Paying for Lost/Damaged Items

Payment at the Library: Payment for fines may be in cash, money order or check payable to Silver Bay Public Library. Make checks to the lending library for an inter-library loan item. **Payment by check requires a driver's license (City of Silver Bay policy returned check fee: \$30.)**

Payment By Mail: Payment by check or money order payable to Silver Bay Public Library (unless payment is for lost inter-library loans then make checks to the lending library) may be mailed to: **Silver Bay Public Library, 9 Davis Drive, Silver Bay, MN 55614** 218-226-4331