



## CIRCULATION POLICY

### Purpose

The following policies are necessary for accurate tracking of Williston Community Library materials to ensure fair access for all patrons. The Library Board and Library Director reserve the right to discontinue service to anyone abusing the library privileges as provided for by NDCC Section 40-38-07.

### Loan Items

Audio books, board games, DVDs, park passes, Playaway products, various kits, and general collection materials are available for loan.

### Loan Periods

- 21 days - audio books | board games | books | CDs | early literacy kits | fitness kits | memory kits | Playaways | sensory kits | STEAM kits | Wonderbooks
- 7 days - DVDs | launchpads | park passes
- 35 days - bookmobile books

### Renewals

Renewal for all materials will be granted twice by request on materials that are currently not on hold for another patron.

### Lending Policies

Williston Community Library card holders who are in good standing, may have up to 15 items checked out on their library card in any combination in accordance with the item circulation limits listed below.

### Item Circulation Limits

- 15 per card - audio books | books | CDs | DVDs
- 1 per household – early literacy kits | fitness kits | launchpads | memory kits | park passes | sensory kits | STEAM kits
- 3 per card – board games | Playaways

\*Williams County Bookmobile student card holders who are in good standing may have up to 3 books checked out on their library card. Williams County Bookmobile Daycare and Preschool card holders who are in good standing may have up to 30 books checked out on their library card.

*\*Please see Issuing Library Cards Policy for more information.*

### Non-Lending Items

The following items are not available for checkout and must be used at the library. Photocopies can be made when possible.

- Archive materials
- County atlases (current and older editions)
- Magazines & newspapers
- Ready reference materials
- Any item not yet cataloged

### Hold Requests

A hold request may be placed on up to fifteen Library materials at a time. You will be notified when your requested material(s) are available. You will have 7 days from when you receive this notice to pick up your material(s) before they will move on to the next person in the hold queue. Hold requests

may be placed online, in person, or by calling the library. Availability of online hold requests cannot be immediately guaranteed.

### **Returns/Overdue Materials**

- Library patrons assume all responsibility to return Library materials borrowed on or before the date the materials are due. If the patron has not returned the materials on time, they have violated a policy established by the Library Board and are subject to any charges resulting from a violation of the policy.
- The library has no responsibility to send an overdue notice. The notice is sent because material has not been returned according to established Library Policy. Patrons receive notification of overdue materials via email, mail, or phone call in accordance with the following schedule:
  - Overdue 14 days, 30 days, 45 days, 60 days
  - Overdue 90 days - patron placed on restricted status.
- Materials will not be due on days the library is closed but will be due on the next day the library is open.
- Materials may be returned to the library circulation desk, the Williams County Bookmobile, or the book drop (unless otherwise noted on the material.) The book drop is open twenty-four hours a day. Items returned in the book drop after the library is closed are considered returned the next day the library is open.
- Library patrons will pay any charges accrued on the account for lost items, or charges for damaged items. If a patron owes more than \$10.00 in charges, all library privileges will be suspended. The patron will be required to pay the balance before privileges are returned. Suspension of privileges includes circulation, computer usage, database access, interlibrary loan, and any other activity where use of a library account in good standing is required.
- Patrons will not be charged service charges for late material.

### **Lost/Damaged Materials**

Patrons will be billed for lost or damaged materials in the following manner:

- All charges for damaged and lost materials will be determined by the Library Director upon individual evaluation.
- Patrons are responsible for the replacement cost of an item that has been lost or damaged beyond repair.
- If part of an item is lost, the patron will be charged the cost of replacement if the part can be replaced. If the part cannot be replaced, the patron will be charged the cost of the entire item.
- Once an item has been paid for, no refunds will be issued.
- Lost Interlibrary loan items are covered under the Interlibrary Loan Policy.

### **Collection Agency**

- If a patron does not return or pay for materials borrowed after 90 days, the account will be turned over to a collection agency. The entire value of materials will be charged.
- Privileges are suspended when a patron has been sent to a collection agency until the account is cleared.
- New library cards will not be issued to children ages 17 and under if their guardian has outstanding fees or responsibility fees for other children.

*\*Electronic checkouts are not included in this policy. Check individual databases for rules and regulations.*

Adopted: 9.19.19

Amended: 11.19.19 | 2.18.20 | 6.15.21 | 7.20.21 | 7.16.24