

## CIRCULATION OF MATERIALS POLICY Westbrook Public Library

### **Registration**

See also the PCLS Patron Registration Policy.

All borrowers must be registered and must have a current 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 yrs. 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 signatory county or municipality of the Plum Creek Library System (PCLS), or must own property therein. They must produce identification, such as a driver's license or student ID at the time of application and, if necessary, proof of 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 be good 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. All patrons are required to present their card (or patron card number if they are residents of the Plum Creek Library System) in order to check out library materials.

Replacement of lost cards shall be free the first time. Further replacements shall cost \$3.00.

### **Loan Periods**

Books may be checked out for 14 days and may be renewed once, 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. Books in popular demand (best sellers, etc.) may be checked out for the 14 day loan period, but will not be renewed because of patron demand or because they have a hold on them.

**Periodicals** will be checked out for 14 days.

**Audiobooks** may be checked out for 14 days and follow the same rules for renewal as books.

**DVDs** may be checked out for 7 days. Generally, there will be a limit of 5 DVDs per adult and 2 DVDs per child without a parent present. The librarian will have discretion to alter this quota on an individual basis. DVDs may be renewed once, 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 14 days. Renewals are not allowed.

A maximum of 45 items may be borrowed by a patron in good standing, provided the items are returned promptly and they have no unpaid penalties.

The director may establish the loan period for special collections, materials which are temporarily in great demand for student projects, or materials added to the collection which are new.

### **Holds**

Any patron in good standing may request the interlibrary loan of materials they need which are not available at the Westbrook 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. In return, requests for materials from outside the library system will also be honored.

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 each DVD a patron has checked out. Mobile hotspots are \$5.00 per day.

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 sixteen years of age, the parent or guardian who signed the Library application shall be the person held responsible for the materials.

Patrons will receive a receipt for payment when paying for a lost or damaged item. No refunds will be given 30 days after receipt of payment.

### **Confidentiality**

All records, formal and informal, in the Westbrook 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 Westbrook 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 Westbrook 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 11-10-21