

## Harrisburg Community Library

### Circulation and Materials Policy

#### New Patron Checkout Limits and Fees: (Introductory Period of 3 Visits)

Item	Due	Fees
DVD/BluRay	21 Days (renewable*)	\$.50/day late fee
Books	21 Days (renewable)	\$.10/day late fee
Children's Materials	21 Days (renewable)	None
Audiobooks	21 Days (renewable)	\$.10/day late fee
Backpacks	21 Days (renewable)	\$.10/day late fee
Libby by Overdrive	14 Days (renewable through app)	None
Indoor Games	21 Days (renewable)	\$.05/day late fee
Outdoor Equipment	3 Days (renewable)	\$.05/day late fee
State Park Pass	3 Days (non-renewable)	\$5/day late fee

Maximum Checkouts: 3 DVDs/BluRays, 15 Books, 1 Audiobook, 1 Backpack, 8 Digital Materials on Libby, 1 Indoor Games, 2 Outdoor Equipment, 1 State Park Pass

#### Kid's Card Checkout Limits and Fees:

Item	Due	Fees
DVD/BluRay	21 Days (renewable)	\$.50/day late fee
Books	21 Days (renewable)	None
Audiobooks	21 Days (renewable)	None
Backpacks	21 Days (renewable)	None

Maximum Checkouts: 1 DVD/BluRay (age permitting), 5 Books (Children's/JF/Children's Nonfiction), 2 Audiobooks, 1 Backpack, No Libby Access

#### Teen Card Checkout Limits and Fees:

Item	Due	Fees
DVD/BluRay	21 Days (renewable)	\$.50/day late fee
Books	21 Days (renewable)	\$.10/day late fee
Audiobooks	21 Days (renewable)	\$.10/day late fee
Backpacks	21 Days (renewable)	\$.10/day late fee
Indoor Games	21 Days (renewable)	\$.05/day late fee
Outdoor Equipment	3 Days (renewable)	\$.05/day late fee

Maximum Checkouts: 1 DVD/BluRay (age permitting), 5 Books (Children's/JF/Children's Nonfiction/Adult Nonfiction/YA), 2 Audiobooks, 1 Backpack, No Libby Access, 1 Indoor Games, 2 Outdoor Equipment

**Community Patron Checkout Limits and Fees: (After Introductory Period and Good Standing\*\*)**

Item	Due	Fees
DVD/BluRay	21 Days (renewable)	\$.50/day late fee
Books	21 Days (renewable)	\$.10/day late fee
Children's Materials	21 Days (renewable)	None
Audiobooks	21 Days (renewable)	\$.10/day late fee
Backpacks	21 Days (renewable)	\$.10/day late fee
Libby by Overdrive	14 Days (renewable through app)	None
Indoor Games	21 Days (renewable)	\$.05/day late fee
Outdoor Equipment	3 Days (renewable)	\$.05/day late fee
State Park Pass	3 Days (non-renewable)	\$5/day late fee

Maximum Checkouts: 5 DVDs/BluRays, 20 Books, 2 Audiobooks, 1 Backpack, 8 Digital Materials on Libby, 1 Indoor Games, 2 Outdoor Equipment, 1 State Park Pass

**Family Patron Checkout Limits and Fees: (After Introductory Period and Good Standing\*\*)**

Item	Due	Fees
DVD/BluRay	21Days (renewable)	\$.50/day late fee
Books	21 Days (renewable)	\$.10/day late fee
Children's Materials	21 Days (renewable)	None
Audiobooks	21 Days (renewable)	\$.10/day late fee
Backpacks	21 Days (renewable)	\$.10/day late fee
Libby by Overdrive	14 Days (renewable through app)	None
Indoor Games	21 Days (renewable)	\$.05/day late fee
Outdoor Equipment	3 Days (renewable)	\$.05/day late fee
State Park Pass	3 Days (non-renewable)	\$5/day late fee

Maximum Checkouts: 5 DVDs/BluRays, 25 Books, 2 Audiobooks, 1 Backpack, 8 Digital Materials on Libby, 1 Indoor Games, 2 Outdoor Equipment, 1 State Park Pass

\*Library materials cannot be renewed if another patron has a hold on the item. Items can be renewed more than the renewal limit with librarian assistance.

\*\*An account in good standing has no fees owed to the library and has a current address and contact information.

**South Dakota State Law 22-24-56**

The library follows South Dakota State Law (22-24-56). Through careful selection consideration and appropriate catalog placement, the library prevents minors from accessing obscene matter or materials. The library will also move materials with the library's catalog to best reflect the nature of the material if deemed necessary by a review from the Harrisburg Community Library Board of Trustees and the Library Director.

New Patron, Community, and Family accounts all belong to one family. Patrons need to be 18+ to be the "cardholder" for any of these accounts. The "cardholder" can list any person, regardless of age or relation, on their card. Those listed on the account are allowed to check out any material in the library, regardless of if the "cardholder" is present. The "cardholder" assumes responsibility for the materials checked out under the card to the other individuals listed on the account.

Kid's Card and Teen Card accounts are intended for the use of minors to access materials appropriate for their age group. These cards must have parent or guardian approval by way of signature.

### **Holds**

Items that are on hold will be held at the desk for one week after the patron has been notified unless prior arrangements are made. Patrons may place a hold on any circulating material by requesting the item online, calling, emailing, or asking a staff member to place a hold for them.

### **Damaged Materials**

Patrons are responsible for the return of any items in the same condition as originally loaned. It is recognized that some library materials may age rapidly with repeated use and that some deterioration and damage in use is unavoidable. In general, such normal wear and tear will incur no penalty or fee.

When damage exceeds normal wear and tear, the patron will be responsible for the repair or replacement cost at the library's discretion. In the case of damaged items, the library user will be held responsible for the cost of repair. If items are damaged beyond repair, the library user will be held responsible for the replacement cost.

### **Lost Materials**

Items will be considered lost after being overdue for more than 60 days, or when the library is notified by a patron that an item is lost. Patrons will be given a verbal (call) and written (email) notification that their material is overdue. They are then given two weeks to get the material returned to the library before being charged. Patrons are responsible for the replacement cost of any lost items. If a replacement has been purchased for an overdue or lost item, the library user is responsible for the replacement cost even if the item is later returned.

Lost items do not accrue late fees.

## **Refunds**

Once a replacement copy of a lost, damaged, or unreturned item has been ordered, the library user will be responsible for the replacement fee even if the original item is returned. The library does not provide refunds once fees or replacement costs have been paid.

## **Maximum Fines on Accounts**

Holds will be put on the accounts that reach \$20 or more in fines. Holds will also be put on accounts with a lost item. Accounts that are on hold will not be able to check out physical materials through the library or digital materials through Libby. Account holders must pay their fines or return their lost items before the hold is taken off of their account.

## **Interlibrary Loan**

Interlibrary Loan is a transaction in which the Harrisburg Community Library borrows materials directly from another library on behalf of a patron, or another library borrows materials from the Harrisburg Community Library on behalf of its patrons.

Any registered patron in good standing (not exceeding the maximum fee threshold of \$20 or having lost items) may request materials not available in the Harrisburg Community Library catalog through the interlibrary loan (ILL) system. It is not guaranteed that every request can or will be fulfilled by either the Harrisburg Community Library or the libraries participating in the ILL system.

Patrons may place an interlibrary loan request in person at the Harrisburg Community Library, by calling the Harrisburg Community Library, or by submitting an online request through the Harrisburg Community Library Website.

Lost or damaged interlibrary loan materials are subject to the lending library's rules and policies. All charges associated with lost, damaged, or overdue interlibrary loan materials are the responsibility of the borrower.

This is a free service provided by the library.