

## **Luther Area Public Library Borrowing Privileges Policy**

Anyone with interest in borrowing materials from the Luther Area Public Library, is required to apply for a borrower's card. New applicants must fill out an application form and present a State issue ID and/or proof of current address. There is a \$15 annual fee for non-residents. Applicants are considered a resident of the Luther Area Public Library if they live in or pay taxes within our service area. Library cards are good for one year and can be renewed in person with a State issue ID.

Minors are permitted to have their own library card with a parent(s) or guardian(s) signature. All minors' accounts are required to be attached to the signature parent's/guardian's library card. Fines and fees will be shared between attached accounts. It is the responsibility of the signature parent/guardian to monitor their minor's account and pay any fees associated with it. A parent or guardian does not have to be present for the minor to use their account. Due to First Amendment Rights, library staff cannot restrict access to any type of material. The signature parent has the right to revoke library privileges at any time.

Library materials can only be borrowed by a patron using their own account. If a patron does not have an account, they are welcome to apply for one.

In addition, we participate in both MelCat and Libby. MelCat is our inter-library loan program, allowing any card holder in good standing to borrow materials from other libraries. Patrons are responsible for all MelCat fees for any lost or damaged material. If approved by the lending library, MelCat can be renewed. Libby is our e-reader program and is only available to residents of our service area. Both of these services are free and voluntary to those card holders in good standing.

Materials are due back by the end of the business day. Some materials may be renewed if there is no waiting list. Any materials that are dropped off after hours will be checked in the following business day and may result in late fees. Loan periods vary based on material type and demand of material. The Library Director is authorized to establish and enforce loan parameters for the highest utilization of materials.

The Library Director is authorized to enforce loan periods through establishment of fines, accruing daily, for delinquent accounts. A maximum fine of \$3.00-\$5.00 per item is established. Borrowing privileges will be limited when any account has reached \$5.00 and suspended when any account has reached \$10.00. Delinquent accounts will be notified in 2 stages:

Stage 1: By phone.

Stage 2: By mail.

If a patron is notified by mail, the patron will be charged the full price for the material(s) plus fines. If the overdue item(s) is/are returned, the library will waive the price of the item(s). However, the fines will remain on the patron's account. Once a replacement fee has been paid by a patron, there will be no refund if the item is found at a later date.

There is a max of 10 items per account total. Some items that are higher in demand may have a smaller max limit. Limits may be increased with the Library Director's approval upon request and if the account is in good standing.

Patrons with reserved items, including MelCat, will be given ten (10) days from the date of notification to pick-up the loaned materials.