

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

1. Those residents of the Luther Area Public Library service area, with interest in borrowing materials from the Luther Area Public Library, are required to apply for a borrower's card. There is no annual fee. New applicants must present a State issued picture ID and/or proof of current address to receive a borrower's card.
2. In addition, we participate in the State's MelCat program, which is a voluntary program among libraries in the State to offer reciprocal borrowing privileges among their respective cardholders. A patron's card must be in good standing to use the MelCat program.
3. Library materials must only be borrowed by a patron, utilizing their own account. If a patron does not have his or her card, items may be borrowed with a State issued picture ID.
4. We do not distinguish between a child's card and an adult's card. Children are permitted to borrow any type of library material. A parent's or guardian's signature is required for children under the age of 18 on the application and is liable for payment or return of any materials. We consider the parent or guardian to be the best judge of what is appropriate for their child.
5. Materials are due by the end of the day on which they are due. Loan periods are varied based on demand for material. The Library Director is authorized to establish and enforce loan parameters for highest utilization. Notices are to be issued to inform borrowers of delinquent accounts.
6. The Library Director is authorized to enforce loan periods through establishment of fines, accruing daily, for delinquent accounts. A maximum fine of \$3.00 per item is established. Borrowing privileges may be suspended for extremely delinquent accounts.
7. If the overdue items are returned, the price of the items will be waived. However, the fines will still be owed. Once a replacement fee has been paid by a patron, there will be no refund even if the item is found at a later date.
8. Total items per patron shall be limited to 20 per account. Limits may be increased with Library Director's approval upon request and if the account is in good standing. All items may be renewed according to Luther Area Public Library parameters.
9. Interlibrary loans-patrons will be given ten (10) days from the date of notification to pick-up the loaned material. Luther Area Public Library's ILLs may be renewed if approved by the lending library.
10. Borrowing privileges will be suspended if the patron's account balance exceeds \$10.00 in fines, fees or charges.

Adopted by the Luther Area Public Library on: November 11, 2021