

# Circulation Policy

## Beulah Public Library

### Who is Eligible for a Library Card

Beulah Public Library cards are offered to any adult over age 18 who presents a valid form of identification with a library card application. For non-residents, other indication of a temporary Beulah, North Dakota, address—such as a utility bill—is required. Temporary non-residents who will be residing in Beulah for 6 months or less are required to deposit \$20.00 along with their application, to be returned to them per their request upon departure from Beulah. It is the philosophy of Beulah Public Library to place children on a parent or guardian’s library card, thus establishing a family library card system. Teens under the age of 18 can apply for their own library card provided that they have the signature of a parent or legal guardian.

### Loans

A patron with an account in good standing (owing < \$3.00) can check out up to 25 total items at a time. This can be a combination of books, audiobooks, DVDs, periodicals, kids kits, etc.

A new patron may check out three total items on his or her account after initially applying for and receiving a Beulah library card. After returning those initial three items to the library, the loan policy for a patron with an account in good standing will apply thereafter.

MATERIAL TYPE	LOAN PERIOD
Books	21 Days
Large Print	21 Days
DVDs	7 Days
Playaways/Audiobooks	21 Days
Video Games	7 Days
E-readers/Kindles	21 Days
Puppets/Kids Kits	21 Days
STEAM Kits	28 Days
Magazines	21 Days
Interlibrary Loans	Variable
State Park Passes	7 Days

### Hold Requests

A hold request may be placed on any of the Central Dakota Library Network materials. The patron will be notified when the requested item is available. The patron will have 14 days from the time the notice is received to pick up the item before it will move on to the next person in the hold queue. Hold requests may be placed online, in person, or by calling the library at 701-873-2884.

## Notifications

Notices will be sent if a patron has an overdue item or an item on hold. Patrons can choose to receive notices via standard mail or email. If emailed, patrons will also receive reminder notices for items that are coming due soon. Patrons can also choose to add text message notifications in addition to regular mail or email notices.

Beulah Public Library strives to be careful in checking in all items that are returned; however, mistakes can occasionally happen. If a patron indicates an item was returned but still continues to receive overdue notifications, he or she needs to contact the library to claim it returned. The library will check the shelves to see if it was missed when checking in. If the item is not found, the library will renew the item for the patron, and he or she will have until the end of the cycle to return it before a replacement charge is applied to the account.

## Interlibrary Loan Requests

If you are interested in obtaining materials not held in our collection, Beulah Public Library provides Interlibrary Loan services for cardholders. Requests for materials that are available within North Dakota will be processed free of charge. Requests for materials that must be obtained from out of state will be processed free of charge in most cases; however, additional fees may apply for out-of-state requests.

If the request is for a reproduction of a journal, magazine, or newspaper article, an additional copying fee may be levied by the institution which fills the request. If microfilm is requested from the State Historical Society, the patron is responsible for all charges.

## Renewals

A renewal may be granted for any Beulah Public Library materials. In-state materials may be renewed a maximum of two times; out-of-state materials may be renewed a maximum of one time. If a patron needs to renew an item, the request for renewal needs to be made before the item is due. Interlibrary loan materials will be renewed at the discretion of the lending library.

## Overdue Fines

<b>MATERIAL TYPE</b>	<b>Fee</b>
Books	\$.10 per day
Large Print	\$.10 per day
DVDs	\$.10 per day
Playaways/Audiobooks	\$.10 per day
Video Games	\$.10 per day
E-readers/Kindles	\$.10 per day
Puppets/Kids Kits	\$.10 per day
STEAM Kits	\$.10 per day
Magazines	\$.10 per day
Interlibrary Loans	\$.10 per day

The maximum amount that fines can accrue per item is \$5.00.

## **Lost/Damaged Materials**

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

- For materials that are in print, charges will be based on the cost of replacement.
- For materials that are out-of-print, charges will be based on the average cost of a hardcover book.
- For a multi-volume set of books, charges will be based on the replacement of the lost volume, if it is replaceable. If a volume cannot be replaced individually, the charge will be based on the cost of the entire set.
- For a lost or damaged component of a Playaway or audiobook, charges will be based on the replacement cost of the lost component, if it is replaceable. If a single piece cannot be replaced, charges will be based on the cost of the entire set.
- Patrons will be charged for the cost of any items that are not returned to the library or are returned damaged, plus a \$5.00 non-refundable processing fee.
- The amount paid for a lost item will be refunded if the item is returned within 10 days of the date payment was rendered.
- If items are not paid for promptly, a pre-collection letter is sent to all patrons owing \$50.00 or more. Patrons who do not respond within 14 days will be turned over to the collection agency. Any act of good faith is accepted, and the account will not be turned over in that case.

## **Reconciling Fees**

By mail:            Send a check payable to  
                         Beulah Public Library  
                         PO Box 239  
                         Beulah, ND 58523

In person:        Visit the library's circulation desk.  
                         Cash or checks are accepted. Credit cards are not accepted.

## **Collection Agency**

If a patron does not return or pay for materials borrowed, the account may be turned over to a collection agency.

Adopted: 10/28/2019

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