

Stillwater

Public Library

Policy Title: Circulation Policy
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Purpose

The purpose of this policy is to establish specific regulations to ensure fair and equitable access to Stillwater Public Library's (the "Library") collections, resources and services for all patrons.

Principles

In support of its mission, the Library makes the majority of its collection available to patrons to borrow and use outside of the library. Providing access and lending materials to patrons is a core library service.

- We serve individuals and the community as a whole.
- We support the use of library materials.
- We seek to provide ease of access to desired library materials.
- Lending rules and limitations are established to ensure collection accessibility to the community as a whole while striving to support the broadest possible patron access. The Library Director (or designee) will establish specific lending rules that ensure fair and consistent application of this policy.

Library Cards

The Library welcomes all individuals to use its collections, resources and services within the library. Individuals wanting to borrow materials or fully access digital resources must have a valid and eligible library card.

To eligible applicants, the Library issues cards categorized as Resident, Nonresident, or Institutional. Detailed information about each type of card may be found in the Library's Fee Schedule.

Borrowing Privileges

The library cardholder has full responsibility for all materials borrowed on the card. Parents and guardians are responsible for materials checked out by their minor children. The institution is responsible for materials checked out on an institutional card.

Lending Rules

A total of 100 items may be checked out at any one time. Loan periods vary by format. The Library publishes information for borrowers with detailed lending rules on its website and as a handout at the Public Services desk.

Renewals

Most items will be automatically renewed up to three times unless someone else has requested them.

Interlibrary loan items may not be renewed.

Requests

Most items in the collections of Stillwater Public Library, Bayport Public Library or Washington County Library may be requested and sent to Stillwater Public Library for pickup. Patrons will be notified when the requested items are available and the item will be held for one week.

Professional and Reference Materials

Professional and reference materials are not loaned except in special cases and at the discretion of the selector or Circulation Services Lead, who will determine the loan period.

Interlibrary Loan

Items not owned by Stillwater Public Library, Bayport Public Library or Washington County Library may be requested by interlibrary loan. The lending library sets the loan period. Interlibrary loan items may not be renewed. There is no charge for interlibrary loan service; however, fees charged by the lending library may be passed on to the patron.

Access Restrictions

The Library does not restrict library patrons under the age of 18 to certain collections or areas of the library and library staff cannot serve in loco parentis. In accordance with the American Library Association's statement "[Free Access to Libraries for Minors](#)", the Library maintains that parents and guardians have the right and responsibility to restrict access of their children—and only their children—to library resources. Parents or guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children.

Lending Restrictions

Patrons with unpaid charges may be blocked from checking out additional items until the charges are resolved.

Use of the Library may be denied for due cause. Such cause may be failure to return library materials or pay charges, destruction of library property, disturbance of other patrons, or any other illegal or disruptive conduct on library premises.

Overdue Items

Overdue notices are sent at intervals set by Washington County Library. The final notice is a billing notice.

Lost Materials

An item is declared lost when a billing notice is generated. Payment for a lost item is non-refundable.

Replacement and Repair Charges

All replacements will be purchased by Stillwater Public Library. Due to the nature and costs of processing, the Library will accept outside replacements only if the selector or Circulation Services Lead has approved an exception that meets collection development guidelines. The process for assessing charges to patron accounts for lost or damaged items is listed in the Library's fee schedule.

Debt Collection

Unpaid charges of more than \$50 are sent to Washington County Financial Services for debt collection thirty days after the billing notice is sent. Washington County Library deletes all accounts that have been inactive for 6 years, and also deletes bills that are 6 years old in compliance with County standards for writing off bills. Stillwater Public Library accounts and bills also will be deleted on this schedule.

Appeal of Library Charges

If reasonable cause is shown, charges for Stillwater Public Library items may be upheld, reduced, or canceled at the discretion of Stillwater Public Library staff. Library Assistants may reduce or waive charges up to \$25. The Circulation Services Lead has the authority to reduce or waive charges up to a limit of \$50. If the requested reduction is more than \$50, the selector or Library Director must be consulted and approve any reduction greater than \$50.

Refunds

No refunds will be given for payment of a lost or late item once payment has been received.

Non-Sufficient Funds

All Library accounts with checks returned for non-sufficient funds (NSF) will be assessed an NSF fee equal to the maximum amount allowed by law, and this fee will be manually added to the account of the person who wrote the NSF check.

In addition to the NSF fee, all other fines/fees paid with an NSF check will be reinstated (added back manually) to each account collected on with that check.

The NSF fee plus all other fines/fees covered by that NSF check must be paid in full on that account, and on any other accounts in which fines/fees were paid with the NSF check, before any of the Library accounts are in good standing. Collection accounts paid with an NSF check will be reinstated with the collection agency.

Bankruptcy

The United States Bankruptcy Code generally permits individuals (debtors) to discharge much of their personal debt. Stillwater Public Library will, upon receiving a bankruptcy discharge of debt notice from the US Bankruptcy Court, dismiss all charges assessed by Stillwater Public Library on the account of the debtor that have been assessed.

Associated Policies and Laws

- Stillwater Public Library: Fee Schedule
- Minnesota Statute § 604.113. [Issuance of Worthless Check](#)

The most current policy supersedes any and all previous policies issued relative to this subject.