

Van Horn Public Library - Pine Island, MN Borrowing Policies

Approved by the VHPL Board of Trustees on February 22, 2010.

Revised August 3, 2015, December 10, 2018, March 21, 2020.

Who Qualifies for a Library Card?

Minnesota residents or anyone who owns or rents property in Minnesota may receive a free library card. People who live in Minnesota but outside the SELCO region are requested to provide a valid library card from the county or city of residence. Minors (less than 18 years old) require parent or guardian information and signed permission. The Library has a responsibility to protect the taxpayers' investment in Library materials. Therefore, identification and personal information is required to obtain a library card.

The library believes in the ALA Bill of Rights which states that "A person's right to use a library should not be denied or abridged because of origin, age, background, or views". The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates the bill of rights.

Library staff will not make judgments of the appropriateness of materials for any patron any age.

Acceptable forms of Identification

The library accepts the following current identification:

- Drivers' license or state ID card with current address
- Postmarked bill or letter
- Rental or lease agreement or receipt
- Property tax statement

Reciprocal Borrowing

Van Horn Public Library card holders may borrow books and materials from all SELCO libraries and bookmobiles in accordance with SELCO reciprocal borrowing agreements and local library regulations. All SELCO member library cards are honored at the Van Horn Public Library.

Minnesota Residents Living Outside the SELCO Region

If you are a Minnesota resident with a library card from a participating Minnesota library system, you can register your card with us and use it at the Van Horn Public Library. This will let you use our many services, including checking out books, using subscription databases, and using a computer. You must present photo identification that verifies your address as well as your home library card when you use it at the Van Horn Public

Library for the first time. If you don't have a library card from your local library, you need to acquire one from them first.

Non-resident Cards

Non-resident cards are given to library users who live outside of the state of Minnesota. These cards cost \$40.00 per year, a non-refundable fee that is set by our regional library system (SELCO). Present a valid state photo ID from your state of residence. The non-resident card will be set to expire one year from date of issue. Patrons may renew a non-resident card by paying the \$40.00 annual fee.

Reserves

Library staff will place reserves for patrons who call or stop by and request assistance. You can also place your own requests through the online catalog; either in the Library or through the Web site (pineisland.lib.mn.us). You can choose to be notified by mail, e-mail, or text message when the requested item is available for pickup at the Library's Circulation Desk. Items are held for 10 days. Reserve materials will be released to the patron, or to family members living at the same address as the patron.

LOAN PERIODS & RENEWALS

All items have a circulation period of 2 weeks. Every kind of library material, except DVDs, have no limit on the type or quantity of items that a patron in good standing may check out. Patrons are restricted to having seven (7) DVDs checked out on their card at a time. Copyrighted videos may not be used for public group viewings unless the library has been granted public performance rights.

Note: Library staff can use their best judgment in determining when to make exceptions to the standard loan periods and renewal policies for materials owned by Van Horn Public Library. Staff may be able to offer "vacation loans," for example, and set a longer-than-normal loan period if you are going to be out of town. Library staff will refrain from extending due dates on new material; please speak to the Library Director or the Children's Librarian regarding extended loans on new material.

Materials from other Libraries

Each library in the SELCO region sets its own lending and borrowing policies, therefore renewals, requests, fines and the loan period of materials from other libraries is set by the owning library. Staff at the Van Horn Public Library will follow the circulation policies of the lending library.

Van Horn Public Library cannot make changes to loan periods and renewals for materials from other libraries.

OVERDUES, FINES AND CHARGES

The Van Horn Public Library has forgiven all overdue fines and has decided to not charge overdue fines on its items going forward (as of January 1, 2020). Items from other libraries may accrue overdue fines based on their location's circulation parameters.

Restrictions: If there is a fine of \$5.00 or more on your library card, you will be unable to check out materials or use a computer until the fine is under \$5.00.

Responsibilities: If you are 18 years or older, you are responsible for ALL fines and fees on your account. Parents/legal guardians are responsible for fines incurred by their children under age 18.

Lost materials

Lost materials will be charged to the patron at retail price. If the cost is not available, lost materials will be charged at an average retail price, or \$5.00, whichever is higher.

There will be no refunds for lost items paid and subsequently found.

Other fines and fees

PC Use: There is no charge for PC use.

Printing and Copying: \$0.15 cents per Black & White page; \$0.50 per color page.

Library Cards: First Library Card is free; replacement cards costs \$1.00.

Faxing: \$1.00 per page for both incoming and outgoing faxes; the library has cover sheets available. We do not charge for the cover sheet as long as there are other pages being faxed. If the cover sheet is the only page being faxed, the charge is \$1.00.

Forgiveness/Exemption from fines or charges

Reducing fines on a case-by-case basis is inherently inconsistent and therefore unfair to other patrons and should be refrained from. In extreme cases library staff will have the option to forgive or reduce fines according to their judgment. The Library Director will work with patrons to reduce fines in appropriate way if the patrons requires. The Director may grant fine exempt status on a case-by-case basis.

LOSS OF BORROWING PRIVILEGES

Each library sets its own policies regarding the number of items that may be checked out, loan periods, renewals, and fine amounts. At the Van Horn Public Library, you are no longer in good standing and may lose borrowing privileges when:

1. You have ten (10) or more currently overdue items on your record
2. You have one (1) or more currently lost item on your record
3. Your fines total \$5.00 or more
4. You claim to have returned ten (10) or more items which library staff cannot locate
5. Van Horn Public Library patrons who have reached fines or fees in excess of \$100 may have their borrowing privileges limited to 5 items checked out at a time

after their fines/fees are paid to below \$5.00 fine threshold per the discretion of the Library Director.

Library staff will handle questions and complaints about your account promptly and courteously. All library staff members are empowered to make adjustments to fines when it is fair and reasonable to do so. Library staff will make every effort to work with you in re-instating borrowing privileges. For your part, you must keep in mind that it is against Minnesota law to intentionally damage, remove, or detain library materials (Minnesota Statutes 609.541 – Protection of Library Property).

Damaged materials

If damaged materials are able to be repaired, the patron will be charged the repair cost. If a damaged item needs to be replaced, the patron will be charged the full retail price. If the cost is not available, lost materials will be charged at an average retail price, or \$5.00, whichever is higher.

Damaged materials are defined as materials which would not be placed in use after return. This includes, but is not limited to:

- Books with water damage to the extent that pages do not sit evenly;
- Books with water damage which has caused mold;
- Books missing a dust jacket;
- Books with scribbles or writing which detracts from the content;
- Multi-part items with a part or parts missing or broken, such as audio books, book/audio combos, etc.
- Audio items missing box liners or information booklets;
- DVDs missing inserts;
- Periodicals missing covers or pages.

Patrons may keep damaged items for which they have paid.