

## **Appendix C: Circulation Procedures**

### **Kasson Public Library Circulation Procedures**

#### **Library Cards**

- A library card is required to check out materials, renew materials, place requests and pickup hold items.
- Your library card can be used at any SELCO library.
- The fee for a replacement card is \$2.00.

#### **Check-out Periods**

- Books, CD's and audio books check out for three (3) weeks.
- DVD's check out for seven (7) days and no renewals.

#### **Renewals**

- Most materials can be renewed for a second check-out period.
- Materials that are currently on request cannot be renewed.
- Materials can be renewed at the library, over the phone or online.

#### **Returns**

- Materials can be returned inside the library during library hours.
- The outside book drop is available for after-hours returns.
- Outside DVD (movies) drop slot, on south side of Library, is available for after-hours returns.
- Materials can also be returned at any other SELCO library.
- Rochester Public Library – See a library staff member for more information.

#### **Late Fees**

- Adult books, CD's and audio books - \$.25 per day.
- Children books - \$.10 per day
- DVD's - \$1.00 per day.