

KASSON PUBLIC LIBRARY

Circulation Policy

Library Cards

- A library account is required to checkout or renew materials, place requests and pickup hold items.
- A Kasson Library card can be used at any SELCO library.
- There is no charge for replacing a lost or worn library card.

Checkout Periods

- The checkout period for books, CDs and audiobooks is 3 weeks. Sixty item limit per library card.
- The checkout period for DVDs is for 1 week. Ten DVDs limit per library card.

Renewals

- All materials may be renewed for a second checkout period.
- Materials that are currently on request cannot be renewed.
- Materials may be renewed at the library, by phone or online.

Returns

- Materials may be returned to the outdoor book drop at any time.
- Materials may be returned to any other SELCO library.
- Materials from Rochester Public Library may be returned to the Kasson Public Library, however they are not able to be checked in until they again reach Rochester Public Library (and possible fines may have accumulated).

Late Fees

The borrower is responsible for the safe and timely return of materials checked out. Notification of overdue or lost materials is a service provided by the library. Failure to receive a notice does not free the borrower of responsibilities. Following are fees for overdue items:

- Adult books, CDs or audiobooks - \$.25 per day.
- Children books, CDs or audiobooks - \$.10 per day
- DVDs - \$.25 per day.

Patrons' borrowing privileges are to be restricted at checkout only according to the following thresholds. Patrons may checkout or renew material if they have outstanding charges of less than \$5.00 on their record.

- Fees of \$4.99 or under:
 - Remind the patron of the fees on their record and that payment is appreciated now or in the near future.
- Fees of more than \$5.00:
 - The patron must reduce fees to \$4.99 or less to borrow any new items.
 - Patrons with fees of \$40.00 or more will be contacted to request that items be returned or replacement fees paid.

Lost Materials

Materials checked out will be declared lost forty (40) days after the due date. A fee equivalent to the replacement price will be charged for each item lost. A ten dollar (\$10) maximum late fine may also be charged for each overdue item. The borrower will not be allowed to checkout materials until the overdue material is returned and maximum fine is paid, or replacement cost is paid. The borrower may replace the lost/damaged material. If the borrower chooses to replace the lost/damaged material, it must have the same format and ISBN number as the lost or damaged item.

Lost Material Payment Policy Agreement

Patrons paying for lost books must sign an agreement (located in the appendix) signifying their understanding that no refunds can be offered.

Library Card Renewal

Library card privileges expire every three (3) years and must be renewed. The card itself does not need to be replaced, nor is there a fee for renewing the card. Having cards expire helps the library keep the database current and insures that all library correspondence and email goes to the correct address.

Library cards may be renewed in person or by phone.

Kasson Public Library Board of Directors

Approved: October 30, 2020

Revised: September 12, 2023