



## **NORTHFIELD PUBLIC LIBRARY**

### **CIRCULATION POLICY**

#### **POLICY STATEMENT**

It is the policy of the Northfield Public Library (Library) to facilitate the borrowing of Library materials, except for those judged irreplaceable or needed in the collection for basic informational services.

#### **Circulation Policy Goals**

The goals of the Library Circulation Policy are:

- To allow patrons to borrow materials in an accessible, efficient, and confidential manner.
- To allow patrons to reserve materials, including those not immediately available for borrowing.
- To protect patron confidentiality in borrowing of material.
- To provide accurate and reliable information about the materials collection.
- To maintain confidential accurate records of patrons registered for Library cards.
- To ensure all Library materials are available to the patrons for use at the Library.
- To maintain reasonable restrictions on use for materials that are fragile or too valuable for use, including some archival materials.

#### **BORROWER REGISTRATION**

Registration is the process of giving a library user a card with a barcode and entering the necessary information into the library database. Each borrower's individual record includes personal information that identifies and locates the borrower and lists of materials which are currently on loan to the borrower. According to Minnesota Data Practices (see Data Privacy Policy), all information, except the names of borrowers, is private. Library staff is expected to protect this privacy and to use the information for library purposes only. This information is only available to Library staff who need to access it in the performance of their job, and not available or accessible to other City staff, elected officials, advisory board members, with the exception of City staff in the collection of fines or fees generated from borrowing materials at the Library.

#### **Eligibility**

All residents within the corporate city limits of Northfield, including those portions of Northfield in Dakota County are eligible for a Library card. Additionally, all residents of the 11-county South Eastern Libraries Cooperating (SELCO) region are eligible to receive cards at the Northfield Public Library. Each patron should have only one library card, with the exception of students who have cards in those school libraries that use the SELCO automation system.

#### **Borrowing Privileges**

The Northfield Public Library card entitles the carrier to check out materials at all eligible SELCO libraries, including the Northfield Public Library. The Northfield Public Library card also entitles the card holder to borrow materials at all libraries in the State of Minnesota who belong to the Minnesota Borrower's Compact.

#### **Suspension or Loss of Privileges**

Suspension of borrowing privileges occurs upon the following:

- a. A patron has fines exceeding \$10.00
- b. A patron has checked out more than 60 items

Borrowing privileges resume when fines are paid down below the \$10.00 threshold.

### **Temporary cards**

People who are not Minnesota residents but who are living in Northfield for a period of less than six months may apply for a temporary card. A deposit is required to obtain the temporary card. The deposit is returned to the borrower when all borrowed materials are returned, fines or fees paid for, and the temporary card is relinquished.

### **Non-resident cards**

Non-resident cards are available to library patrons who live outside of the State of Minnesota. A non-resident card has an annual fee which is set by the SELCO Regional System and subject to change on a yearly basis.

### **Juvenile and Teen Library cards**

There are no age restrictions for obtaining a library card. Parents or guardians for juveniles under the age of 16 are required to sign the library card application that specifies responsibility for all library fees and fines incurred by their minor children. Cards for students 16 years of age and older will be issued without a parent or guardian's signature with proper picture ID.

### **College Student cards**

Patrons who attend St. Olaf or Carleton Colleges may obtain a College Student card. Patron needs to provide student ID card. College Student cards expire after one year.

### **Identification**

Patrons must provide identification with name and current address. The preferred form of identification is a valid Minnesota driver's license with a current address or a Minnesota ID card. In the case of minor children under 16 the driver's license of one parent or guardian is required. If the above identification is not available, library staff may accept a utility billing sent to the current address or a checkbook with preprinted address, a tax receipt or other forms of printed ID in combination with a picture ID. Cards provided with this form of identification offer full borrowing privileges.

~~If patron has a photo ID but does not have proof of residence, a patron may still submit an application for a card. The patron will be issued a Restricted Borrower card and will be able to check out 3 items at time. Once the patron is able to produce proof a residence, the patron will have full borrowing privileges.~~

Individuals who are unable to provide current verification of name and address will be issued a library card which restricts borrowing privileges ("Welcome card"). Once verification of name and current address are provided, a regular library card will be issued.

### **Lost or stolen cards**

There is no fee for stolen cards; for lost cards a fee will be charged.

### **Expiration**

The standard "expiration" date for a Northfield Public Library Card is 1095 days or 3 years. College student cards expire after one year. ~~Restricted Borrower~~ Welcome cards expire after 6 months.

## **LOANING MATERIALS**

### **Library cards**

All borrowers must be registered in the SELCO database. ~~in order to borrow materials. All patrons must present their cards to Library staff to borrow Library material or to use the Internet computers. In the event that a patron does not have their card with them, check-outs are allowed with proper photo ID.~~ A valid library card or proper photo ID will be required in order to borrow materials.

### **Privacy**

To ensure the privacy of our patrons, Library staff will verify the identity of the borrower by requesting the library card number of the patron before providing information over the telephone or email. If the patron is unable to provide their card number, staff will ask the patron to verify their address and birth date.

### **Standard loan periods**

All Northfield Library materials can be checked out for 21 days, with the exception of DVDs, Magazines and Video Games which check out for 7 days.

### **Overdue Notices, Fines and Fees**

Each patron has the right to be fully informed of all materials, overdue materials and fines on the patron's record at each check out and via their online Library Account. The SELCO computer system will generate overdue notices and replacement (lost item) bills on a schedule determined by our library. It is the responsibility of the patron to ensure that Library staff has their current email, phone, and address to ensure prompt notification of overdue materials and bills. Failure to pay fines, return late material or pay replacement bills will result in a suspension of library lending privileges.

Adopted by  
Northfield Carnegie Library Board  
Date: December 15, 1998

Revised and reaffirmed by  
Northfield Public Library Board  
Date: February 15, 2005  
Date: October 10, 2015  
Date: March 11, 2015