



## 11.10 CIRCULATION POLICY

### LIBRARY

**Enabling Legislation:** Library Board Action

**Date Adopted:** 12/15/98

**Revised:** 11/13/2024

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## POLICY

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 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 of 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 11.01)), 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, or advisory board members, with the exception of City staff to recover borrowed materials.

### Eligibility



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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.

#### **Temporary Suspension of Privileges**

Suspension of borrowing privileges occurs when a patron has fees exceeding \$10.00.

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

#### **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 of 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 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.



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#### **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, a City of Northfield City ID, 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 proof of current residence or other forms of printed ID in combination with a picture ID. Cards provided with this form of identification offer full borrowing privileges.

Individuals who are unable to provide current verification of name and address will be issued a New Borrower card. Once verification of name and current address are provided, a regular library card will be issued.

#### **Lost cards**

A 2.00 fee will be charged for lost cards.

#### **Expiration**

The standard "expiration" date for a Northfield Public Library Card is 1095 days or three years. College student cards expire after one year. New Borrower cards expire after three months.

#### **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**

Most Northfield Library materials can be checked out for 21 days, with some exceptions.

#### **Overdue Notices and Fees**



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Each patron has the right to be fully informed of all materials, including overdue materials, 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 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 fees, return late material or pay replacement bills will result in a suspension of borrowing privileges.

#### **Overdue Fines**

Effective January 1, 2022, the Northfield Public Library will not charge fines on Northfield Public Library materials that are overdue. Fines incurred prior to January 1, 2022 will be removed from patron accounts. This does **not** apply to lost or damaged items, or items loaned from other libraries. Other libraries in SELCO may still charge fines for material returned or renewed after the due date.

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

**Revised and reaffirmed by Northfield Public Library Board February 15, 2005.**

**Revised and reaffirmed by Northfield Public Library Board October 10, 2015.**

**Revised and reaffirmed by Northfield Public Library Board March 11, 2015.**

**Revised and reaffirmed by Northfield Public Library Board September 11, 2019.**

**Revised and reaffirmed by Northfield Public Library Board September 8, 2021.**

**Revised and reaffirmed by Northfield Public Library Board November 13th, 2024.**



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