

Dell Rapids Carnegie Public Library Borrowing Policy

Library Materials:

- There is no limit on the number of items on loan.
- Books, non-current magazines and audio books may be borrowed for 4 weeks and are renewable for one additional 4-week period.
- Encyclopedias, current magazines, adult new fiction, and reference materials may be borrowed for 2 weeks with no renewal.
- Videos (VHS and DVD) may be borrowed for 1 week and are renewable for one additional 1-week period.
- All items borrowed from “Titles to Go” are subject to the loan period and renewals established by the “Titles to Go” consortium.
- Library customers may call, bring the item into the library, or renew through their account online.
- Library customers may borrow items on their account only.

Late Materials:

- A fine will be assessed on any item(s) not returned by the due date of the item. The fine will be assessed at the following rate:
 - A 2 day grace period after the due date.
 - A fine of \$.25 per day per item will be assessed on all items.
 - **One week past due:** first reminder notice mailed to the customer.
 - **Two weeks past due:** A letter is sent to the customer stating if the past due item(s) are not returned in a month’s time, the item(s) will be declared lost. The customer will then be responsible for paying the replacement cost of the item(s).

- **Six weeks past due:** A letter is sent to the customer stating the item(s) have been declared lost and they have been charged for the items. The letter should include the replacement cost of the item(s).
- There will be no charge on days the library is closed.

Damaged Materials:

- Books, audio and video items lost or damaged beyond repair:
 - Up to 2 years old - Full cost of the item.
 - More than 2 years old - Half price.
 - Missing tape/CD - \$5.00 per tape/CD.
- Magazines:
 - Currently shelved – Full cost of the item.
 - Not current, but less than 1 year old – Half price.
- Borrowing privileges will be denied to customers with charges totaling \$10.00 or more.