

Circulation Policy

Collection	Loan Period	Item Limit	Signed Agreement	Deposit	Replacement Fee	18 and older
South Dakota/ Yankton collection	non-circulating	-	-	-	*See lost/damaged policy	-
Newspapers	non-circulating	-	-	-	*	-
Books	21 days	50	-	-	*	-
CD Books	21 days	10	-	-	*	-
7-Day Books	7 days	-	-	-	*	-
Wonderbooks	21 days	3	-	-	*	-
Magazines	7 days	10	-	-	\$5.00	-
CD Music	7 days	5	-	-	*	-
DVDs	7 days	4 (2 TV series)	-	-	*	<input checked="" type="checkbox"/>
Opaque Projector	In-House use only	-	-	-	\$50	<input checked="" type="checkbox"/>
Overhead Projector	48 hours	-	<input checked="" type="checkbox"/>	\$10	\$50	<input checked="" type="checkbox"/>
Screen	48 hours	-	<input checked="" type="checkbox"/>	\$25	\$200	<input checked="" type="checkbox"/>
Fender PA System	48 hours	-	<input checked="" type="checkbox"/>	\$100	\$500	<input checked="" type="checkbox"/>
Vivitek Projector	48 hours	-	<input checked="" type="checkbox"/>	\$100	\$560	<input checked="" type="checkbox"/>
NASA Backpacks	14 days	1	<input checked="" type="checkbox"/>	-	\$235.71	<input checked="" type="checkbox"/>
Light Therapy Lamps	14 days	1	<input checked="" type="checkbox"/>	-	\$34.99	<input checked="" type="checkbox"/>
Lego kits	14 days	1	n/a	-	\$25.00	<input checked="" type="checkbox"/>
Museum Passes	5 days	1	n/a	-	\$5.00	<input checked="" type="checkbox"/>

Holds Policy and Procedures

Patrons may place a hold on any material in the library by requesting the item online or having staff place the hold for them. When that item is returned to the library, the next person on the hold list will be notified. The item will remain on hold for three (3) days after which it is placed back on the shelf or moved on to the next hold. No item currently checked out will be recalled before the normal due date by staff because of the number of holds or at another patron's request.

Renewal of Items

Three (3) renewals are allowed per item per patron for all types of materials except museum passes. The renewal period is equal to another loan period for that type of material. Materials may not be renewed if the patron has outstanding fines/fees over the limit or if another patron has a hold on that item. Renewals may be done in person, by telephone, or through our online circulation system and the renewed material need not be brought to the Library.

7-Day Books

A decision to make a book a 7-day checkout is made based on the number of reserves and number of copies of a title the library possesses.

Fines

The library does not charge late fines on any circulation materials except DVDs. Fines on DVDs accrue at the rate of \$1.00 per day. All fines accrue up to a maximum of \$5.00 per item or the cost of the material, whichever is lower. The fine is computed from the date due. Fines do not accrue on days that the library is not open. If the item is overdue for 50 days, the patron will be responsible for paying the replacement cost of the item unless it is returned in good condition. Patrons will also be responsible for paying the replacement cost of items that are returned damaged.

Upon renewal of a card, all fines and fees must be paid.

Temporary Cards

Temporary cards have restrictions on the number and types of items that may be checked out. Items not allowed on temporary cards include multimedia equipment, NASA backpacks, Light Therapy Lamps, Wonderbooks, and Museum Passes.

Multimedia Equipment

Multimedia equipment can be booked up to 90 days in advance. Patrons wishing to check out multimedia equipment must possess a valid library card, be 18 years or older, and sign a usage agreement. It is recommended that the patron check the compatibility of the equipment with patron devices before checkout. A brief training session with a staff person on how to use the equipment is available upon request.

On the fifth day overdue, a bill will be sent to the patron for the replacement price of the equipment.

All persons using equipment for nonprofit organizations are not required to pay a deposit. However, any cost associated with damage/loss/theft while equipment is in their possession will be assessed to them. Equipment will be inspected at time of checkout and when returned to verify that all pieces are accounted for. Deposit will be refunded after confirmation that all pieces are accounted for and are in good condition.

Account Blocks

When an account reaches a balance of \$5.00 or more in fines, privileges will be suspended and the library card is blocked until the balance is brought under \$5.00. Blocked privileges include borrowing additional items in the library or through Overdrive/Libby and computer usage in the library.

Suspension of Library Services

Library services are a privilege accorded to those who follow library rules and regulations. At times, however, it becomes necessary to suspend a patron's library privileges. These decisions will be made at the Director's discretion.