

Circulation Policy

Collection	Loan Period	Item Limit	Restrictions
South Dakota & Yankton Collections	non-circulating	-	
Newspapers	non-circulating	-	
Books	21 days	50	
Audiobooks	21 days	10	
7-Day Books	7 days	-	
Magazines	7 days	10	Back issues only
CD Music	7 days	5	
DVDs	7 days	4 (2 TV series)	Must be 18 or older

Hold 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. After patron notification, a hold is left on the reserve shelf for three (3) days after which it is placed back on the shelf or moved on to the next hold. No item currently in circulation will be recalled before the normal due date by staff because of the number of holds or at another patron's request.

7-Day Circulating Items

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

Renewal of Items

Three (3) renewals are allowed per item per patron for all types of materials. 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 title. 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.

Fines

The library does not charge late fines on any circulation materials except for 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. Payment of overdue fines can only be made on materials that have already been returned, not on "expected to be returned" materials. 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.

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 is 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.