

Circulation Policy

Collection	Loan Period	Item Limit	Restrictions
South Dakota & Yankton Collections	non-circulating	-	
Newspapers	non-circulating	-	
Books	3 weeks	50	
Audiobooks	3 weeks	10	
7-Day Books	1 week	-	
McNaughton Plan Books	1 week	-	
Magazines	1 week	10	Back issues only
CD Music	1 week	5	
DVDs	1 week	4 (2 TV series)	Must be 18 or older

Holds Policy and Procedures

Patrons may place a hold on any material in the library by placing the hold online or requesting that 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.

New Books

All new books remain on the "New" end displays for six (6) months.

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

Two (2) 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

Fines on DVDs accrue at the rate of \$1.00 per day. All fines accrue up to a maximum of \$5.00 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. Upon renewal of a card, all fines and fees must be paid.