

Circulation Policy

Yankton Community Library is a free library, open to all for in-house use. Any person possessing a valid YCL card can check out materials. A valid card refers to any card that does not have fines/fees equaling or exceeding \$5 and is not expired. YCL patrons are responsible for the return of any items in the same condition as originally loaned to them, as agreed when registering for a library card.

Holds Policy and Procedures

Patrons may place a hold on most materials in the library's collection. 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

Renewal of borrowed materials varies by material type. The renewal period is equal to another loan period for that type of material. Borrowed 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 requested in person, by telephone or through our online circulation system.

Fines

The library does not charge late fines on borrowed materials with the exception of DVD's, laptops & hotspots. The fine is computed from the date due. Fines do not accrue on days that the library is not open. When an item is overdue for an extended period, the patron will be billed for the replacement cost of the item. Patrons will also be responsible for paying the replacement cost of items that are returned damaged. Upon renewal of a YCL card, all fines and fees must be paid. Refer to Damaged/Lost Policy for details.

Borrowing Guidelines

Restrictions on the number and types of items that can be borrowed vary by YCL card type. See Library Card Policy for details.

Multi Media Equipment

Multi Media equipment can be booked by YCL cardholders up to 90 days in advance. Cardholders must pay a deposit excepting only use of equipment for nonprofit organizations. Any cost associated with damage/loss/theft while equipment is in their possession will be assessed to the cardholder. Equipment will be inspected at time of checkout and upon return. The full deposit will be returned after confirmation that all pieces are in good condition and are accounted for. 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.

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, accessing digital services and computer usage in the library.

Suspension of Library Services

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