

West Fargo Public Library

Board Policy: Circulation

Approved: June 21, 2007

Revisions approved:

June 11, 2009; June 11, 2015; September 6, 2018; July 9, 2020

Borrowing and Returning Items

A patron is responsible for the return, in good condition, of any Library materials checked out on their borrower's card.

See separate schedule for loan periods and item limits.

A library account is "in good standing" if the charges on the account total less than thirty-five dollars (\$35.00). Patrons must maintain an account in good standing in order to borrow items from the library's physical collections.

Renewals and Holds

- **Renewals:** Patrons in good standing may renew most circulating items not on hold for another patron for two additional loan periods which will begin at the time of renewal, not to extend the length of the loan to more than three consecutive loan periods. If the item is eligible, renewals will be made automatically, but patrons may also renew items online, in person, or over the phone. Book club kits and Metro Arts Passes may not be renewed.
- **Holds:** Most circulating items may be placed on hold online, by phone, or in person. Available items will be ready for the patron to collect at the hold pickup location in the library within 24 hours of submitting the request. For any item already checked out or on hold, the patron will be placed on that item's waiting list. A patron may have up to ten (10) active holds at any time.

Late Fines

The West Fargo Public Library does not charge late fines on items, with the exception of circulating electronic tablets.

The late fine for tablets is based on the total number of days the item is overdue, excluding days that the Library is not open.

Patrons are responsible for the full amount of their late fines. A library account is in good standing if the charges on the account total less than thirty-five dollars (\$35.00). Library staff may, in specific situations, waive or reduce fees and fines for patrons.

Charges for Non-Returned or Damaged Items

Patrons will be assessed the full replacement cost of the item to replace non-returned or lost items. The replacement fee is non-refundable.

A patron may be assessed a charge for any damage to Library materials occurring while the materials are checked out, regardless of whether or not the patron was directly responsible for the damage.

The amount charged for damage is determined by assessment of:

1. The extent of the damage to the materials in question
2. The appearance and future usability of the damaged items.

Damage charges may be assessed up to the total of the replacement costs of the materials. In the event that the patron is assessed full replacement costs, the patron is entitled to keep the damaged materials when full payment has been made. Items will be held for the patron for up to two months from the time of withdrawal from the Library catalog.

The library does not accept replacement items in lieu of payment of replacement cost or damage fees.