

Edith B. Siegrist Vermillion Public Library Circulation Policies

How do I obtain a library card?

- Library cards are provided free of charge to all residents of Clay County, while patrons residing outside Clay County pay an annual fee of \$15.
- Persons registering as borrowers must do so in person and will be asked to show legal identification, such as a driver's license.
- Children can be issued a card after their seventh birthday. Minors under fourteen years of age require a parent or guardian signature before they can borrow library materials.
- Patrons may use only their own card or those for which they are legally responsible.

How long are items on loan?

Reference materials and current magazines are NOT loaned, but all other items have loan periods as follows:

- 1 week
DVDs and magazines
- 2 weeks
New books
- 3 weeks
Books and audiobooks
- **Check-out limits**
DVDs: 5 per patron
Maximum number of library materials per household: 50

Can I renew the items I have checked out?

Any item can be renewed two times, provided no other patron has requested the item.

Library materials may be renewed by visiting our website, vermillionpubliclibrary.org, and clicking on 'Catalog & Accounts' to access the Online Catalog. Login at the upper right, with your *library card barcode* as your username, and your *last name* as your password. Click 'Account Options' in the center of the page, where you will see a list of all your current checkouts. You can check on the items you would like to renew and click 'Renew'. You may also renew over the phone (605-677-7060), or in person at the Circulation Desk.

Will I receive a notice when my items are overdue?

While we attempt to notify patrons in writing or through e-mail that they have overdue materials, we are not obligated to provide notification. Persons registering as borrowers assume, in writing, full responsibility for the prompt return of library property loaned to them.

If you would like to be notified via email of upcoming due dates, please alert staff when first applying for your library card, or by calling the Circulation Desk at 677.7060, and requesting an email alert to be set up on your account.

How are fines assessed?

When library materials are returned after the due date, the following fines are charged per item per day.

- Adult/YA books, magazines: 10 cents
- Children's books: 5 cents
- All DVDs, audiobooks, and CDs: 50 cents

Are there maximum fines?

- **\$3.50** per book, magazine
 - **\$2.50** per movie, audiobook, and CD
 - **\$15.00** per library card
- When this limit is reached borrowing privileges are suspended and your card is blocked until fines are paid.

What about lost or damaged materials?

In the case of damaged items, the library user will be held responsible for the cost of repair for the item. In the case of lost items or items damaged beyond repair, the library user will be held responsible for the cost of replacement for the item, plus a processing fee of \$3.50.

Suspension of Library Services

Library service is a privilege accorded to those who obey library rules and regulations. At times, however, it becomes necessary to suspend a patron's library privileges. The following are examples of why library privileges may be suspended.

- Failure to respond to written overdue notices and return overdue materials.
- Failure to pay for the replacement of lost materials or repair of damaged materials.
- Failure to pay accumulated fines on overdue materials. Max amount allowed is \$15.00