

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.
- Eligible patrons will be mailed a verification letter based on provided contact information. Upon physical return of this verification letter, a library member card will be issued. Until the physical card is issued, new patrons will be able to check out only one item at a time.

How long can items be loaned?

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

- 1 week
DVDs, videos, magazines, CD-ROMS
- 2 weeks
New books
- 3 weeks
Books, audiobooks
- 2 months
Art prints
- Recommended check-out limits
Magazines: limit of 6 per patron
Books: limit of 10 per patron
Audiobooks: CDs: 6 per patron
CD-ROMS: 1 per household
DVDs: 3 per household

Maximum number of library materials per household: 50

Can I renew the items I have checked out?

All items, except CD-ROMS, can be renewed two times, provided no other patron has requested the item. Library materials may be renewed over the phone (605-677-7060), in person at the Circulation Desk or through the library catalog link on the website.

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.

VERMILLION PUBLIC LIBRARY CIRCULATION POLICIES

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 movies, audiobooks, CDs, CD-ROMS, art prints: \$1.00

Are there maximum fines?

- \$3.50 per book, magazine
 - \$3.50 per movie, audiobook, CD, CD-ROM, toy
 - \$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 of 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.

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