

Approved by the ECRL Board February 12, 2018

Revised and approved January 14, 2019

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Borrowing and Access Policy Individuals

A library card account is required to borrow materials and access many services from East Central Regional Library. Library cards are available at all 14 branch libraries and East Central Regional Library's outreach locations. The first library card is free; replacement cards cost \$1.00.

East Central Regional Library encourages all family members to have a library card. With permission from a parent or legal guardian, there is no minimum age to obtain a library card; however, East Central Regional Library encourages young children to be able to sign their own name before applying for a card.

Individuals applying for a library card agree to be responsible for all materials borrowed on their library card account, to notify the library immediately if the library card is lost or stolen, and to inform the library of any changes in address.

Library Card Accounts

Registration Requirements

Residency

Residents of Aitkin, Chisago*, Isanti, Kanabec, Mille Lacs and Pine Counties – Applicants must present valid identification which includes proof of residency in one of the above counties (see identification requirements below).

*Taylors Falls in Chisago County is unaffiliated with East Central Regional Library. Residents of the City of Taylors Falls may purchase a card. (see Non-Residents/Unaffiliated Libraries below)

Other Minnesota Residents (Reciprocal Borrowers)– In accordance with Minnesota Library Reciprocal Borrowing Compact, residents of participating library systems may register and use their public library card at East Central Regional Library. Residents must present their valid public library card from a participating Minnesota Library to register with East Central Regional Library. Applicants must present valid identification (see identification requirements below).

Non-Residents/Residents served by Unaffiliated Libraries – Residents of other states or those served by libraries unaffiliated with a Minnesota Regional Public Library system may purchase a East Central Regional Library card at a cost of \$11.25/quarter (\$45

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annually). Applicants must present valid identification (see identification requirements below).

*** Reciprocal Borrowers and Non-Resident borrowers may be limited to borrowing physical items only, in accordance with the Minnesota Library Reciprocal Borrowing Compact and licensing agreements***

Identification

Adult applicants 18 and above must show photo identification and proof of current address to receive a library card.

Minor applicants 17 and under may satisfy this requirement by presenting photo identification and proof of current address in their own name, applying with a parent or guardian who has proper identification and proof of address, or as part of an approved school class visit.

Acceptable forms of Identification:

Photo identification: government issued ID, student ID, employment identification card, etc.

Proof of address: government issued ID, printed personal check, recent utility bill, car registration, tax bill, etc.

Exceptions for those unable to present acceptable photo identification or proof of address may be granted by the Executive Director.

Library card account expiration

Resident and Reciprocal Borrower patron accounts will require renewal every two years. Non-resident cards are subject to shorter expirations, dependent on term purchased.

Library cards can be renewed in person at any branch or Outreach stop or by phone or email. All information will be verified at the time of renewal.

Suspension of Library Privileges

Accounts with more than \$10.00 in fees will be considered delinquent and will have their privileges suspended. Patrons with delinquent accounts will not be able to borrow materials (physical, digital or via interlibrary loan) or use public access computers until account is

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returned to good standing. Access to library databases may also be limited until the account is returned to good standing.

Accounts with more than \$50 in charges will be referred to Unique Management Services for collection assistance. Accounts referred for collection assistance will be charged a \$10 fee.

In accordance with Minnesota Statutes 609.541, Subd. 3 and 4, accounts with items more than 105 days overdue, may be referred to the county in which the offense occurred for prosecution.

Borrowing Materials

A library card account is required to borrow materials. Patrons are encouraged to present their library card each and every time they wish to borrow materials. Understanding this may not always be possible, East Central Regional Library allows patrons to present identification or otherwise verify their identity to borrow materials in lieu of the library card.

Library items (including digital items) may not be checked out on any account with more than \$10.00 in fees.

The library does not act in loco parentis and library items may be borrowed by patrons of any age. Exceptions include borrowing ECRL WiFi hotspots which, in compliance with the Children's Internet Protection Act (CIPA), is limited to adults (18+).

Loan Periods

Most physical and digital materials may be borrowed for 3 weeks. Exceptions include a 6-week loan period for Book Club Kits, 1 week loan period for Storytime Kits, and 2-week loan period for Hotspots. Loan periods may be subject to change. Current loan periods are communicated at the time of circulation.

Renewals

Most library materials may be renewed two times for an additional 3 weeks per time. Materials requested by other borrowers and interlibrary loan items cannot be renewed.

Item Limits (per library card)

Checkout- A East Central Regional Library card allows you to have up to 50 physical items checked out at one time and up to 10 items each from OverDrive and RBDigital.

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Requests- A East Central Regional Library card allows you to have up to 25 active hold requests at one time and up to 10 holds requests each from OverDrive and RbDigital.

Items on Hold

East Central Regional Library staff will attempt to notify patrons of their holds. Items are held for 7 calendar days.

In compliance with Minnesota Statute 13.40, "A library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron." East Central Regional Library will checkout materials to members of the same household. Items will be checked out on the requesting patron's card, provided account is in good standing. Identification verifying that person is a member of the same household as the requesting patron may be required. Conversely, "A patron may request that reserved materials be released only to the patron," and not a member of the household.

Returning Items

Items can be returned to any East Central Regional Library branch or Outreach location. Book drops are available for items returned when the library is closed. Due to the size or sensitive nature, some items may need to be returned to the circulation desk rather than via a book drop.

East Central Regional Library materials returned to other Minnesota libraries will not be considered returned unless and until they arrive at an East Central Regional Library. Most Minnesota libraries participate in the courtesy return process if they are on the Minitex Delivery System, but items may incur fines during that time.

Fees

East Central Regional Library encourages patrons to return items in good condition and in a timely manner for the enjoyment of all who use the library. We realize that things happen from time to time which prevent this. When that happens, the following fees will be assessed.

Overdues- Materials kept past the due date will accrue fines at a rate of 20 cents per day per item to a maximum \$6.00 per item per each checkout or renewal.

To assist patrons in returning materials on time, patrons with an email address on record will receive a courtesy email notice 3 days prior to their item being due. Patrons receive notice when their item is 10 days overdue either via email or postal mail. Failure to receive a notice does not exempt patrons from overdue charges.

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Damaged Items- Patrons will be assessed a fee for any damaged item that cannot be returned to the collection.

The Library does not accept replacement copies for damaged items.

Fees for damaged items, if available, are pre-determined and a part of the item record. If not available, default fees will be assessed according to the most recent default price schedule. Notice of damaged items will be sent via postal mail to the address of record.

Lost Items- Items will be considered lost when they are 45 days overdue at which time the lost item fee is added to the patron record and a bill is mailed to the patron. Printed billing notices are sent via postal mail in compliance with Minnesota Statute 609.541 Subd. 3. According to referenced statute, 60 days after written notice, the borrower is in violation of that statute.

If an item is returned to the library less than 105 days overdue, the lost item fee will revert to the maximum overdue fee. If the item is returned to the library 105 days or more overdue, the patron will remain responsible for the lost item fee.

The Library does not accept replacement copies for lost items.

Lost item fees, if available, are pre-determined and a part of the item record. If not available, default fees will be assessed according to the most recent default price schedule.

Refunds- East Central Regional Library items paid for and later returned will be eligible for a refund of the replacement fee minus any applicable accrued fines if the item is returned in good condition less than 105 days from the due date. Refunds will be processed by East Central Regional Library Headquarters and a check will be mailed.

Interlibrary Loan

East Central Regional Library works to provide a diverse collection of materials for its users within the funds that are available to us. We recognize that users may have interest in materials that East Central Regional Library does not have in its collection and provides for access to those materials through interlibrary loan.

Free Lending Region Interlibrary Loan (MNLINK) - East Central Regional Library patrons may request materials from other libraries through interlibrary loan if an item is not owned in East Central Regional Library's collection. There is no charge for this service. A patron may have up to 20 active interlibrary loan requests at one time. Interlibrary loan items may not be renewed, and may be subject to immediate recall.

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Interlibrary loan items will be considered lost when they are 45 days overdue. Patrons will be billed and notices sent for damaged and lost items according to receipt of bill from lending library. East Central Regional Library passes all costs charged by the lending library to the East Central Regional Library patron. Patrons remain responsible for bills added, even if item is subsequently returned to the library.

Out of Free Lending Region Interlibrary Loan - At times, patrons may find that items are unavailable to borrow from our free lending region via MNLINK. In those instances, East Central Regional Library can attempt to locate and borrow the item from elsewhere in the United States, at your request.

In order to place a request outside MNLINK, a \$15.00 deposit is required for each requested item. If the request is filled, the \$15.00 deposit becomes a non-refundable fee. If the request is not filled, the deposit will be refunded to the patron. The patron will specify the maximum amount willing to pay; patrons will pay the actual cost of the loan, not to exceed the maximum amount willing to pay. If the actual cost exceeds the maximum amount willing to pay amount, the request will not be filled. If patron refuses the item once it has arrived, the actual cost of the loan will be applied to the East Central Regional Library card account. The \$15.00 deposit will be applied to this amount.

Access to Public Computers

East Central Regional Library provides internet connected computers for use by the public at all of its branches. Internet users are reminded that their use is also governed by East Central Regional Library's Internet Access Policy and Acceptable Internet Use Policy.

All are welcome to use our public computers.

Residents of East Central Regional Library's six county region need a library card account for regular use of these computers. Patrons with library accounts owing more than \$10.00 in fines/fees will be unable to use the public computers until the account is returned to good standing.

Regular users of East Central Regional Library's computers are encouraged to apply for a library card account to facilitate their use of the public computers.

Guest passes are intended for limited use by those who are ineligible for an East Central Regional Library card account.

Access to Databases

East Central Regional Library provides access to multiple databases to enhance its services. A valid East Central Regional Library card account is needed to access many of these databases.

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Patrons with library card accounts owing more than \$10.00 in fines/fees may be unable to utilize these services until their library card account is returned to good standing.