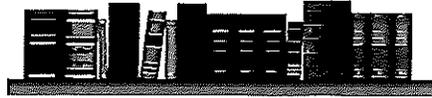


BOARD OF TRUSTEES
POLICY AND PROCEDURE



PHOEBE APPERSON HEARST LIBRARY
LEAD, SOUTH DAKOTA
CIRCULATION POLICY

PURPOSE

To allow staff clear direction in assessing library card eligibility, privileges and responsibilities

SOURCE

Hearst Library Board of Trustees and Library Director

❖ **Access to library materials:**

The library does not restrict access to any material in the collection based on a person's race, sex, religion, national origin, or socioeconomic status. Free access to the library collection is essential to allow full public library service for the entire community

- A valid library card is required to borrow library materials
- A patron card is not required to use materials "in-house"
- Applicants with an outstanding fine at any other Black Hills Consortium library will be required to resolve that debt prior to being issued a card at the Hearst Library
- Recognizing that SDCL 22-24-56 (2) requires public libraries to establish measures restricting minors from accessing obscene matter or materials, the Phoebe Apperson Library has a policy that it will not have in its collections any obscene materials as is defined in SDCL 22-24-27 (11) as material: (a) The dominant theme of which, taken as a whole, appeals to the prurient interest; (b) Which is patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and (c) Lacks serious literary, artistic, political or scientific value. Adults who are valid library card holders may submit reconsideration requests as outlined in the Reconsideration Policy.
- Parents and Guardians and not library staff are solely responsible for monitoring what materials their children may read, view or listen to.

- ❖ **Lawrence County residents:** The library issues cards free of charge to any adult who resides or owns property in Lawrence County. Applicants must fill out a registration form and show one piece of photo identification bearing both name and current Lawrence County address or two pieces of identification, one with a photo and one with current out of county address. The preferred form of identification is a valid South Dakota driver's license. If that is not available then, along with a photo ID, one of the following forms of identification will be accepted if it includes the applicant's local address:

- 1) Current telephone or utility bill
- 2) Current bank statement
- 3) Current property tax receipt
- 4) Current pay statement

- ❖ **Children** may apply for a library card after completing the first grade. They must complete a registration form and a parent or legal guardian will be asked to co-sign the registration form after providing their own proof of identity and residency. By co-signing, that adult accepts responsibility for settling fines, damages and losses against the library card of the child. Registration will be entered as 'Child' until the age of twelve. Children are restricted from checking out DVDs until updated to 'Adult' status. Patrons are restricted from checking out R Rated DVDs until the age of seventeen.
- ❖ **Non-residents:** Applicants who live outside of Lawrence County must purchase a library card for a yearly fee of \$20.00. Applicants must fill out the registration form and provide one piece of photo

identification with their current address or two pieces of ID, one with photo and one with a current address.

- ❖ **Card replacement:** Lost library cards will be replaced for a fee of \$3.00
- ❖ **Active cards:** Active local library cards will be renewed every three years indefinitely. Out of county cards will be renewed upon yearly payment.
- ❖ **Inactive cards:** Library cards will be deleted from the circulation system after five years of inactivity unless a fine is owed. The card will remain in the system with lending privileges restricted until the fine is resolved.
- ❖ **Responsibilities:** Card holders are asked to report changes in name, address or phone number and report lost, stolen or damaged cards as soon as possible. Card holders assume responsibility for the care and safekeeping of all materials borrowed on their card. The person in whose name the card is issued assumes responsibility for settling any and all fines, damages and losses incurred on that card.
- ❖ **Use of library cards:** Patrons are encouraged to use their own library cards exclusively and not to lend them for use by other patrons. Parents and guardians, NOT the library staff or trustees, are responsible for monitoring and approving the selection of materials made by minor children. It is the parents or guardians – and only these – who may restrict their children from borrowing specific library materials. Parents or guardians who wish to advise their children not to have access to certain materials should accompany or otherwise advise their children. The library staff and trustees cannot and do not act *in loco parentis*.
- ❖ **Loan periods:**
 - 2 weeks for books, audio books and non-current periodicals
 - 1 week for DVDs
 - 3 days for State Park Passes
 - Due dates are stamped on inside front cover of material
 - Current issues of periodicals do not circulate
 - Reference material does not circulate
 - 1 Day for pickleball paddles
- ❖ **Loan limit:** DVDs are limited to 3/household, ILL requests are limited to 10 in process at one time, all other materials are unlimited in the number of items currently checked out. State Park Passes are limited to one checkout per person per month.
- ❖ **Renewing materials:** Material may be renewed in the library at the circulation desk, by telephone or the online library catalog. Multiple renewals are allowed if there is no holds for another patron. Renewal of interlibrary loan material must be approved by the lending library. State Park Passes cannot be renewed.
- ❖ **Reserving material:** Card holders may request any circulating material that is owned by the library with the exception of the state park passes. A hold will be placed on that item and when the material becomes available library staff will notify the patron. The item will be placed on the hold shelf for seven days after notification. After that time if the material has not been checked out to the requester, it will be returned to the shelf or passed to the next patron on the hold list.
- ❖ **Overdue Fines:**

The Lead Library does not charge overdue fines on library materials. We encourage patrons to return items on time to ensure availability for others.

 - *Please note:*
 - If an item is more than 60 days overdue, it will be considered lost and the patron will be billed for replacement.
 - Accounts with an item marked "lost" may have checkout privileges suspended until resolved.

❖ **Lost or Damaged Materials:**

Patrons are responsible for the items they borrow and are expected to report any damage upon return. Items that are lost or returned damaged beyond repair must be replaced.

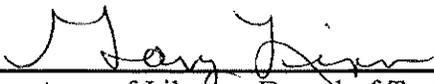
○ Replacement options are as follows:

- Library-purchased replacement: The patron will be charged the replacement cost based on the price listed on the item, or the price that library staff can find online if no price is listed.
- Patron-purchased replacement: Patrons may choose to purchase a new copy of the exact item (same title, author, and format/edition) and donate it to the library in lieu of payment. Patrons should consult library staff before purchasing.

❖ **Interlibrary Loan Materials:**

Replacement or damage fees for interlibrary loan items are determined by the lending library and will be billed accordingly.

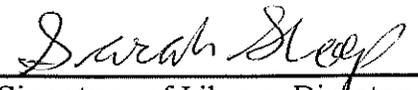
❖ **Confidentiality:** The library specifically recognizes the confidential in nature of circulation records and other records linking the name of library users with specific materials. No such records shall be disclosed except to persons authorized by the individual or by a court order.



Signature of Library Board of Trustees President

4-21-25

Date



Signature of Library Director